


Role Profile	Occupational Health Admin Support Band B	
To provide admin support to the Occupational Health Unit.		
Core Responsibility	Activities	
Personal Responsibility	<ul style="list-style-type: none">• Promote equality, diversity and Human Rights in working practices• Comply with health and safety legislation• Complete administration procedures• Maintain standards of professional practice• Work as part of a team• Make best use of technology	
Operational Support	<ul style="list-style-type: none">• Respond to front counter enquiries	
Administration Support	<ul style="list-style-type: none">• Organise and record meetings• Maintain a record management system• Photocopy, present and distribute documents• Review retain and dispose of records and information• Prepare and print documents using a computer• Manage and support diary events• Input, retrieve and present data using a computer	
Managing the Organisation	<ul style="list-style-type: none">• Process telephone calls• Provide customer service	
Finance & Resources	<ul style="list-style-type: none">• Maintain effective payment systems	
Behavioural Framework		
<ul style="list-style-type: none">• Respect for Race and Diversity A• Openness to Change C• Teamworking B• Effective Communication C• Problem Solving C• Planning and Organising C• Personal Responsibility B		