



## HUMBERSIDE POLICE Role Requirement



**HR Services**  
putting people first

**Position Title: Senior Occupational Health Nurse Advisor**

**Grade: MP6**

**Vetting Level: RV**

**Overall Purpose of the role:** Has a key role in the provision and development of a professional and responsive health and wellbeing service that facilitates the Force's compliance with statutory obligations and supports the Force' strategic Plan on Page by maintaining a healthy workforce and maximising attendance at work.

Acts as professional lead for the team of Occupational Health Advisors (OHAs) and Technician in the delivery of their work involving advising, supporting and monitoring their work so that a professional Occupational Health service is delivered in line with all relevant service standards.

### Main Tasks

1. Day to day management of the clinical team including the allocation and monitoring of work, provision of professional advice and support and performance management.
2. To oversee and advise on complex case management including the escalation of queries from OHAs and liaising with colleagues across the Force, including the HR Team, to achieve the most suitable solution to each case.
3. Oversee the development and maintenance of the occupational health policies and guidance to ensure that they are fit for purpose, legally compliant and meets the needs of the Force.
4. Support the Head of Health and Wellbeing in the development and delivery of innovative health and wellbeing initiatives which establish a strong inclusion and engagement culture and creates a supportive working environment to all staff and officers.
5. Develop and maintain an agreed service delivery specification and set of standards for the work of the Occupational Health Team including the development and production of regular management information.
6. Carries out research into areas of high levels of absence/health issues to inform the development of appropriate interventions and solutions, linking in with colleagues in the wider HR function as required.
7. Where appropriate, ensure individual cases are referred to outside agencies to ensure individuals receive the most appropriate level of professional support. Develop positive and productive working relationships with the Police Treatment Centres and other local support services along with internal key

stakeholders such and SLTs and staff associations to maximise the support provided to staff.

8. Participate in the Limited Duties Panel to consider officers in line with the Limited Duties Regulations, providing professional medical advice and opinion as required.
9. Where required deliver awareness training and advice to further develop the knowledge of Force colleagues on health and wellbeing matters
10. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Responsibility**

Leading pro-active, preventative measures which are designed to promote a healthy workforce;

Improving levels of attendance at work through the implementation of initiatives aimed at maximising attendance;

Providing specialist health/medical advice, guidance and support to HR, Supervisors and Managers;

Providing the necessary advice, guidance and support and carrying out work in such a way as to ensure that health, safety and welfare legislation is not breached;

Keeping abreast of relevant legislation, Health & Safety, Equality Act etc. in order to provide the most relevant and appropriate advice and to prevent litigation;

The provision and maintenance of a range of advisory, counselling and support services to the Force;

The accurate assessment/interpretation of examination and pre-employment medical screening, ensuring the protection of the Organisation from possible liability claims caused by the workplace;

Responsible for using the NDM and THRIVE model in all actions undertaken.

As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and

**Decision Making**

Decisions will be based upon the post holders' skill, experience and specialist knowledge to provide a range of advisory services to Management and staff within the Force always ensuring decisions are within the guidelines, policies and procedures of the Force and current legislation.

The consequences of inappropriate advice/guidance and/or breach of statutory health and safety legislation could lead to medical/recuperative problems and/or litigation against the Chief Constable or others.

**Additional Information**

**Designated Powers No**  
**Politically restricted No**  
**Radio Post No**  
**Uniform Post No**

- Will be expected to travel around the force area to various bases.

self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.		
<b>Reports To:</b>		<b>Direct reports:</b>
<b>Head of Health and Wellbeing</b>		<b>Occupational Health Advisors x 3</b> <b>Occupational Health Technician</b> <b>Physiotherapist</b> <b>Counsellors x 2</b>
<b>Date Approved by Manager / HR Manager:- 22/01/19</b> <b>Manager: Clare Baggs Assistant Head of Operations</b>	<b>Date WFP Approved – 23/01/19</b> <b>Lauren Hotham WFP HR Officer</b> <b>Chris Brigham Workforce Planning Manager</b>	<b>Confirmed by post holder</b> <b>Signature</b> <b>Print Name</b> <b>Date:-</b>

**Person Specification**

		<b>MP6</b>
<b>Attainments/ Knowledge</b>	<b>Essential</b>	Registered with the Nursing and Midwifery Council and holds an Occupational Health qualification at diploma or degree level Substantial Occupational Health knowledge including up-to-date knowledge of applicable legislation, best practice principles and regulatory requirements.
	<b>Desirable</b>	Professional qualification in a related Wellbeing field
<b>Experience</b>	<b>Essential</b>	Proven Occupational Health experience in a medium/large organisation Previous experience of managing relationships with customers and other internal stakeholders in service provision Experience of team leadership Experience of complex Occupational Health case management
	<b>Desirable</b>	
<b>Skills/ Specialisms</b>	<b>Essential</b>	Well-developed interpersonal and negotiating skills; good communication and presentation skills. Ability to interpret and analyse medical information Demonstrates attention to accuracy and detail in all work undertaken. Ability to work under pressure, meet set deadlines and work as part of a team Passion for excellence and high standards of client care Takes a creative approach to resolving problems
	<b>Desirable</b>	Experience of using Occupational Health case management software
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Ability to make and justify decisions using initiative and judgement through the analysis Can foresee problems and act accordingly Ability to be decisive and hold to account Ability to use own initiative in identifying areas of concern or risk
	<b>Desirable</b>	
<b>Codes of Ethics</b>		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
<b>Respect for Race &amp; Diversity</b>		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.

**This role requirement is a management document and therefore subject to change**