Role Profile

Role Profile Part 1			
Role title	Occupational Health Advisor	**Grade/Rank**	PO3
Dept/Area	Occupational Health and Wellbeing	**Vetting Level**	RV
Responsible to	Occupational Health Clinical Lead	**Staff line managed**	
Reviewed by (Line Manager)	Helen Rowlinson	**Date**	August 2024
Purpose of Job	To provide objective occupational health advice to support HIOWC to manage its workforce effectively. To provide advice and support to individuals, managers and the organisation. To enable effective health management throughout the workforce. That supports the retention of skills and experience keeping people engaged at work or promotes their return to work.		
Key Accountabilities	1. Provide clinical assessment of an individual's health and fitness as it relates to their role and work within HIOWC. Maintaining clinical objectivity and impartiality in line with OH guidance 2. To ensure that appointments are available in person, phone or TEAMS as relevant and required by HIOWC 3. To be available with notice to travel to alternative locations across HIOWC to facilitate clinics and appointments. 4. To undertake health surveillance in line with legal requirements 5. Obtain specialist reports when necessary and liaise with physicians, physiotherapists and counsellors to provide comprehensive OH reports supporting individual rehabilitation and effective return to work plans 6. To provide clinical advice into the recruitment and selection of police officers and staff. 7. To maintain accurate records in line with relevant legislation and procedures, 8. To attend case conferences 9. To effectively manage a caseload 10. To provide clinical support and advice for major and critical incidents 11. To provide clinical advice and support to pandemics or notifiable disease outbreaks 12. Deliver pre-employment and mandatory medicals advising on fitness for work and workplace adjustments for managers within agreed timescales to maintain frontline operational policing. 13. Provision of vaccinations as required 14. Give regular and effective service		

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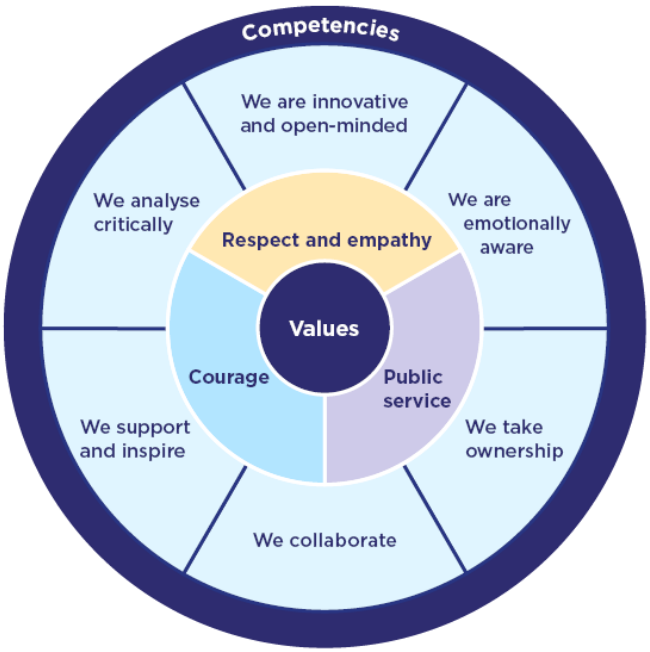
	Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role The role holder is required to visit various locations within Hampshire & Isle of Wight and therefore needs to have the ability to travel as necessary.

Role Profile

Role Profile Part 2			
Education/Qualifications	Essential: Registered General Nurse holding current registration with the Nursing & Midwifery Council Occupational Health Degree Occupational Health Specialist Practitioner Status – Part 3 NMC Trained in health surveillance such as audiometry, spirometry and vision screening Desirable: N/S		
Experience and Skills	Essential: Evidence of significant clinical experience Ability to keep clear accurate records Occupational Health experience Desirable: Experience of providing Occupational Health to an emergency service (i.e. Police, Fire, Ambulance service)		
Approved by People Services	Jayne Beddall	**Date**	08/08/2024

Role Profile

Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 3	
	We Take Ownership	Level 3	
	We are collaborative	Level 3	
	We Support and Inspire	Level 3	
	We Analyse Critically	Level 3	
	We are Innovative and Open Minded	Level 3	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		