SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

**Department:** Personnel

**Section:** Health Unit

**Location:** Magdalen House, Trinity Road, Bootle, L20 3NJ

**Post:** Occupational Health Nurse/Adviser

**Grade:** Grade H **Post No:** PEH06542

**Responsible to:** Health Unit Manager

# Job Purpose:

* Assist in delivering a comprehensive occupational health service.
* Protect, promote and enhance the health and wellbeing of the Councils workforce. Providing advice to departmental managers and employees relative to the provision of healthy workplaces and the prevention of work-related ill health.

## Main Duties:

1. Carry out pre-employment health assessments, including basic functional assessments.
2. Carry out health assessments and welfare checks in relation to employee fitness for work e.g. School Crossing Patrol, Driver checks, Sight/Hearing, Hand Arm Vibration.
3. Production and distribution of Health Unit reports.
4. Advise on reasonable workplace Risk Assessments and adjustments in relation to the health of individual employees.
5. Carry out health assessment and surveillance for groups or individuals in relation to statutory requirements, council policy and good practice.
6. Carry out initial counselling consultations.
7. Give presentations and briefing sessions on associated health matters.
8. Develop corporate and specific policies, practices, and procedures as an integral part of the Health Unit.
9. Monitor the effectiveness of the occupational health systems and processes and play a key role in developing and shaping the service, to ensure the health and wellbeing needs of our workforce and external school customers are met.
10. Carry out risk assessments as an integral part of the Health Unit.
11. Undertake health promotion activities in line with the national strategies and initiatives.
12. Develop a strong relationship with the Primary Care Trust any other “Partnership” with which the Council interacts.

**Organisational Chart:**

Health Unit Manager

Occupational Health Nurse

Administration

Assistant

Physiotherapy Provision

Counselling/CBT Provision

Occupational Health Physician

Key:

Continuous line = direct link

Broken line = traded services through contractual arrangement

**Qualifications and Experience:**

See Person Specification.

**Special Conditions:**

Car User Allowance payable if additional mileage incurred.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands, and final warnings that are not ‘protected’ (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information, please refer to DBS filtering guidance at [www.gov.uk/dbs](http://www.gov.uk/dbs).

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The post holder is also expected to monitor the effectiveness of the occupational

health and safety arrangements and systems and to implement and promote appropriate improvements where necessary.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

The post holder will be expected to treat, maintain, and store all personal and medical information and records, to which they have access through his/her role, in an appropriately confidential manner and in line with the procedures adopted by the Health Unit.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

Prepared by: Name: Russell Taylor

Designation: Health Unit Manager

Date: January 2025