1. Job Details

Job title: Occupational Health Manager (OHM)
School/Support Department: Health and Safety Department
Unit (if applicable): Occupational Health Unit (OHU)
Line manager: Director of Health and Safety

2. Job Purpose

To manage the provision of an efficient, high quality and value for money advisory Occupational Health (OH) service for University staff, and to external organisations under contract. To ensure compliance with responsibilities imposed by health and safety legislation, whilst maximising and promoting the health of all employees, as well as reducing the risk of cases of occupational ill health developing. To champion best practice in occupational health provision, within the University and client organisations.

3. Main Responsibilities

1. Plan, develop, coordinate, monitor and audit the delivery of OH services provided to the University, and other contracted organisations, to ensure a high quality value for money service, customer satisfaction, and to improve and promote best practice in OH on the basis of research, evidence and evaluation, as well as exploiting potential for income generation and commercialisation.

2. Formulate, implement and evaluate policies and strategies for health protection and surveillance of workers, to meet legislative requirements and promote employee’s health and well being in line with national health strategies.

3. Manage and lead the OH team to develop their capability, motivating and mentoring them to meet the current and future requirements of the OHU.

4. Work in partnership at senior level with other appropriate agencies and professionals to provide expert guidance, develop, implement and evaluate policies and strategies, when an OH input is required (occupational stress, mental illness, rehabilitation). Maintain good relationships to develop the understanding and involvement of the OHU in the assessment, support and rehabilitation of employees.

5. Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information for continued improvement. Communicate trends and advise on action plans to meet statutory and voluntary requirements for health protection, surveillance and statutory reporting. Responsible for the maintenance of a confidential records management system.

6. Contribute to the provision of training, advice, health surveillance, vaccinations, sickness absence management, investigations of cases of occupational ill health, and other general OH issues.

7. Keep professionally updated and abreast of new and emerging guidance and legislation that govern legal and ethical aspects of OH practice and use evidence-based practice to guide interpretation of statutory requirements and advisory guidance to ensure the health protection of the working population.

8. Manage the OH budget to ensure adequate resources are available for the optimum functioning of the service, in liaison with the Director/Deputy Director of Health and Safety

4. Planning and Organising

- Responsible for planning and implementing OH strategies in conjunction with the Director and Deputy Director of Health & Safety.
- Strategic planning of OHU activities is influenced by new health and safety legislation, University policies and national/local government health and well being strategies.
- Manage a team of OH professionals to ensure all relevant annual targets/goals are met.
- Plan and organise staff training needs to help them meet the professional requirements laid down by the Nursing & Midwifery Council (NMC).
Plan and organise day to day activities in response to referrals from HR and managers, telephone calls, emails, enquiries, scheduled appointment, meetings, training, workplace visits.

5. Problem Solving
- Manage conflicts in legislation relating to confidentiality of data collection, recording, retrieval and dissemination by promoting good communication and education of managers, Human Resources, Disability and other key players on the legal and professional obligations of OH practitioners.
- Promoting good professional networking, to achieve better understanding of each other’s role, and prevent breakdown of communication in cases of conflict of interest.
- Remaining objective whilst recognising the balance between business need and individual need, whilst also respecting client confidentiality
- Manage staff issues within the OHU team to ensure all relevant goals are met.

6. Decision Making
- Responsible for autonomous decision making. Post-holder is legally and professionally bound by codes of practice imposed by the NMC. Clinical decisions requiring a diagnosis are referred to the Occupational Health Physician.
- Liaise with the Director/Deputy Director of Health & Safety on action in cases of confirmed occupational ill health when this leads to criminal law implications or insurance claims.

7. Key Contacts/Relationships
- Daily contact with all levels of staff across the University and external clients with regard to confidential medical issues and workplace rehabilitation assistance.
- Regular contact with Human Resources to discuss policy and procedural matters, staff referrals, training requirements and a collaborative approach to managing sickness absence issues etc.
- Contact with Health and Safety, managers and supervisors at School level and below, School Administrators, research staff and staff in embedded units on NHS premises.
- Networking with other OH professionals in other Universities or organisations to discuss professional issues and benchmarking to ensure a high standard of service provision.
- Contact with general practitioners, other medical professionals, Employment Medical Advisory Service (HSE) to obtain guidance and advice.

8. Knowledge, Skills and Experience Needed for the Job
- At least five years experience in an occupational health setting, two of which should be at senior/professional managerial level.
- OH diploma or BSc in Community Nursing (OH) with specialist practitioner status (Specialist Community Public Health Nurse) recorded by the NMC are essential.
- Post basic education and training equivalent to University higher degree is desirable. Management qualification highly desirable, together with experience of managing and developing a professional team.
- Strong interpersonal skills including motivational, negotiating, relationship building and influencing skills are essential, to ensure the correct perception, and thus effectiveness, of occupational health as a discipline, whilst maintaining the correct balance between protection of employee health and the interests and reputation of the University.

9. Dimensions
- Responsible for the provision of a service to approximately 7,300 employees across the University and several hundred employees externally.
- Direct line manager to full time Senior Occupational Health Assistant, one full time Occupational Health Assistant, a full time Secretary, one part time administrator and an Occupational Health Physician (3 hours/week).
- The OH Manager and Advisers have individual areas of responsibilities and client groups with some generic shared areas of responsibilities.
- The post holder attends the University Health & Safety Committee meetings twice a year, Health & Safety Committees of external organisations, and other groups and committees where an OH input may be required on an ad hoc basis (e.g. Sickness Absence Project).
- The post holder is responsible for an annual budget of £20,000; provision of the current external service yields £5000
10. Job Context and any other relevant information

- The Occupational Health Unit Review, led by the Directors of Corporate Services and Health and Safety, has helped move the OHU towards a more strategic, less hands on, role. Whilst the original post of Occupational Health Adviser, when the OHU was set up 12 years ago, was one for a sole practitioner, the OHM is now the leader of a team of OH professionals, with appropriate administrative and secretarial support.
- OH input has become more firmly embedded in recent Health & Safety legislation/HSE guidelines, government initiatives (rehab), and as a result the profile of OH has risen. There is however few well qualified OH practitioners to meet the new demands. In addition, there is now more pressure and opportunities for commercial exploitation of the OHU team’s skills and experience.
- The post holder must remain registered for practice and must therefore undertake continued professional development required for registration. Employers are responsible for checking the post holder’s registration status with the NMC as a Specialist Community Public Health nurse, http://www.nmc-uk.org

11. Verification

(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager:

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