



## Role Profile

### C5107 NHS Grade 8a Occupational Health Nurse Manager

#### Role Description

To lead and manage the day-to-day organisation of the occupational health service including triaging of referrals, co-ordinating medical, nursing and psychological services with a focus on quality management, creating and implementing standards and managing the OH team under the Force Medical Adviser

#### Main Responsibilities

To provide strong, visible clinical leadership and expertise to the OH service and effective management of the occupational health clinical team.

Manage a personal case load including more complex cases

Lead on the implementation of appropriate quality standards and clinical governance/audit (such as SEQOHS and the national Oscar Kilo standards).

To support the development, promotion, and delivery of new concepts for business improvement particularly related to Occupational health and wellbeing that are to be widely adopted across the Force

Deputise for the Force Medical Adviser in their absence and represent the department on appropriate committees/working parties

Develop systems, policies and processes ensuring they are evidence-based and that standards, benchmarks, protocols, clinical guidelines and best practice for occupational health, safety and rehabilitation within occupational health are taken into account.

To advise on new and emerging guidance and legislation that governs legal and ethical aspects of occupational health practice; utilise evidence-based practice to guide interpretation of statutory and advisory guidance to ensure the health protection of Police Officer and Staff

Work in partnership with the FMA, the senior OHA and the Office manager as the Senior Leadership Team for Occupational Health

#### Rank/Scale

RCN Grade 8a

#### Reports To

C5110 COR Force Medical officer

#### Supervisory Responsibility

C5106 RCN 7 Senior OHN

C5104 NHS 6-7 Psychological Therapist

#### Additional Information

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

#### Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

#### Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

#### Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

#### Experience and Qualifications



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#### Qualification and Experience

Be a first level registered nurse with a degree level qualification in Occupational Health or above, or a SCPHN qualification (Specialist Community Public Health Nurse).

have experience in the development, implementation, monitoring and review of policy/procedures and guidance and in supporting junior staff in this area.

experience of providing occupational health nursing services in the public or healthcare sector.

Experience of working as an Occupational Health Nurse at Grade 7.

you must be computer literate and proficient in Microsoft applications

Experience/awareness of and observe strict confidentiality in dealing with patients/clients. with an awareness of the issues around data protection in relation to GDPR.

#### Desirable

experience of implementing SEQOHS standards or achieving accreditation

experience of leading a multidisciplinary team.

SPECIAL CONDITION - Some flexibility in the pattern of working may be required to meet special demand of the Occupational Health Unit.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy Police Recruitment Vetting (RV)

### Shortlisting

#### Shortlist

#### Criteria relevant to the job

#### Essential

Requirements necessary for safe and effective performance in the job

#### Additional/ Useful

Where available, elements that contribute to improved/immediate performance in the job

#### Qualifications

A first level registered nurse with a degree level qualification in Occupational Health or above, or a SCPHN qualification (Specialist Community Public Health Nurse)

QE1

#### Experience

Experience in the development, implementation, monitoring and review of policy/procedures and guidance and in supporting junior staff in this area.

EE1



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Experience of implementing SEQOHS standards or achieving accreditation

EA1

Experience of providing occupational health nursing services in the public or healthcare sector.

EE2

Experience of leading a multidisciplinary team

EA2

Experience of working as an Occupational Health Nurse at grade 7.

EE3

Must be computer literate and proficient in Microsoft applications

EE4

Awareness of and observe strict confidentiality in dealing with patients/clients. Awareness of the issues around data protection and the GDPR

EE5

## Skills



## Role Profile

### C5107 NHS Grade 8a Occupational Health Nurse Manager

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Policing Professional Framework	Decision Making	Middle Manager	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.	Yes
Policing Professional Framework	Leadership - Leading Change	Middle Manager	Positive about change, adapting to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas. Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives.	Yes
Policing Professional Framework	Leadership - Leading people	Middle Manager	Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. Motivates staff by giving genuine praise, highlighting success and recognising good performance. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Invests time in developing people by coaching and mentoring them, providing developmental opportunities and encouraging staff to take on new responsibilities.	Yes
Policing Professional Framework	Leadership - Managing Performance	Middle Manager	Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear timescales and outcomes. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Demonstrates forward thinking, anticipating and dealing with issues before they occur. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance.	Yes
Policing Professional Framework	Professionalism	Middle Manager	Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required.	Yes



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Policing Professional Framework	Public service - Serving the Public	Middle Manager	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.	Yes
Policing Professional Framework	Working with others	Middle Manager	Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.	Yes

### NOS

NOS Unit	Unit Name	Unit Description