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| Job Title | Occupational Health Administrator |
| Business Unit | Central Services |
| Location | Bretby |
| Reports to: | HR Administration Team Leader |
| Purpose | The Occupational Health Administrator is responsible for planning, implementing, and overseeing the organisations health surveillance programs and activities. Ensuring the smooth coordination of health surveillance programs, health screenings, and compliance with health and safety regulations. This role involves maintaining health records, managing appointments, tracking employee health surveillance requirements, assisting in the analysis and reporting of health data and updating databases. |
| General  Responsibilities/Specific Duties: | **Administrative Support:**   * Schedule and coordinate health assessments, baseline medicals, exit medicals and follow-up appointments. * Booking clinic appointments and on site mobile screening. * Track and record employee health surveillance requirements, ensuring all information is up-to-date. * Maintain and organise health records, ensuring data is accurate and secure. * Respond to telephone and email enquiries liaising with Health & Safety (H&S) teams, Operational management and HR Business Partners. * Prepare and distribute communications related to health surveillance activities, including newsletters, emails, and notices * Act as a contact for arranging "for cause" drugs and alcohol screening.   **Health Surveillance Coordination:**   * Coordinate with the Occupational Health provider and SOCOTEC business units to schedule health surveillance, including making facilities arrangements and validating screening requirements. * Schedule baseline health screenings for new starters and exit screenings for leavers, ensuring timely coordination. * Update the HRIS database with screening requirements, health screening dates, and recall dates to ensure accurate tracking. * Maintain up-to-date records of health surveillance results, documenting and storing them securely. * Respond and escalate any significant health surveillance findings to Line Management, Health & Safety, and HR Business Partners.   **Data Management:**   * Input and manage health data in occupational health systems (such as Medigold Sisence). * Update the Occupational Health provider with relevant starter information for new employees and other changes. * Prepare monthly health surveillance status reports for internal stakeholders. * Record and document health screening results, ensuring data confidentiality and compliance with GDPR * Help track the effectiveness of health programs and suggest improvements based on data   **Coordination and Collaboration:**   * Work closely with our Occupational Health Provider to facilitate data sharing and communication * Coordinate with other departments, such as H&S and Operations manager and Site Coordinators, to facilitate health surveillance screening activities * Serve as the point of contact for stakeholders in relation to health surveillance requirements   **Compliance and Reporting:**   * Ensure compliance with all relevant health and safety legislation, company policies, and best practices. * Act on health surveillance results to protect workers, escalating cases of work-related ill health to Line Management, Health & Safety, and HR Business Partners. * Coordinate ad hoc health screening programs as required. * Prepare and distribute monthly surveillance status reports to relevant stakeholders, providing updates on employee health trends and any issues of concern. * Assist in auditing health records and processes to ensure adherence to regulatory standards. * Maintain accurate and up-to-date records of all surveillance activities and findings. |
| Competencies | * Strong analytical and problem-solving skills * Strong organisational and time management skills. * Excellent written and verbal communication skills. * High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). * Attention to detail and the ability to manage confidential and sensitive information. * Ability to work independently and collaborate effectively within a team. * Proficiency in managing occupational health software systems (desirable). |
| Desirable | * NVQ 2 Business Administration or equivalent experience * Previous experience in an Occupational Health or similar healthcare administration role. * Knowledge of health and safety legislation and best practices. * Experience with occupational health systems such as Medigold Sisence. |
| Mandatory Training | * Occupational Health Data Management System Training. * GDPR Awareness and Data Protection Training. * Health and Safety at Work Awareness Modules. |