

Occupational Health Advisor

Company: Stannah Management Services

Function: HR

Reports to: Head of HR

Purpose

To provide professional health and wellbeing advice and support to managers and employees on matters relating to both physical and mental health in the workplace.

Commitment to looking after the health, safety and wellbeing of all employees and to support those with a disability to remain in work.

Occupational health is a specialist branch of medicine focusing on the health of staff in the workplace. OH professionals aim to find out what impact work has on staff health and make sure that staff are fit to undertake the role they are employed to do both physically and emotionally.

Key Responsibilities

1. Develop and manage the Occupational Health service within the company in accordance with current and relevant legislation.
2. Carry out prompt biopsychosocial occupational health assessments and subsequent case management. Where consent is given, liaise with employee's healthcare professionals to support and guide recommendations, including writing to GP/Specialists in line with the Access to Medical reports Act and Data Protection Act.
3. Provide expert advice and guidance, including detailed OH reports to managers, HR and employees on health/work issues, advising on managing employee conditions and discussing any potential required workplace adjustments and their feasibility
4. Manage the end-to-end referral process, scheduling reviews of adjustments and follow up meetings with employees, managers and HR as appropriate
5. Ensure electronic OH records are kept up to date and confidentiality of records is maintained at all times.
6. Carry out pregnancy risk assessments for employees.
7. Workplace assessments, including the review of medical questionnaires for new starters

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8. Monitor and report on MHFA usage. Proactively advertise MHFA service across the business.
9. Maintain a relationship with our Health Surveillance Partner and be the responsible owner of the health surveillance records. Follow up on results of health surveillance as required.
10. Take a proactive role in health-related project work and be the lead for Health & Wellbeing including the production of blogs for awareness days and setting up a dedicated health and wellbeing page on the company intranet.

Skills and Experience

- Proven ability in carrying out occupational health assessments.
- Proven ability in carrying out biopsychosocial assessments.
- Proven ability in carrying out condition management interventions.
- Ability to plan, prioritise and organise workloads
- Experience of working within the manufacturing industry is desirable

Personal Attributes and Behaviours

- Excellent communication skills, written and verbal
- Excellent report writing skills
- Ergonomic workplace assessment skills
- Ability to work independently and proactively
- Ability to work collaboratively with others in all parts of the business.
- Strong ethical and moral standards and commitment to confidentiality of employee health information.
- Excellent interpersonal skills with the ability to develop and maintain effective and inclusive working relationships with colleagues at all levels.
- Commitment to personal and professional development.
- Passion and drive to support the health needs of the workforce.
- Experience of working within the manufacturing industry.
- Training and experience dealing with mental health issues

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Relationships

Internal

The jobholder will be expected to maintain effective working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive medical information in layman's terms.

External

GP's, Consultants, Health Surveillance

Education and Qualifications

- Registered health professional eg OH nurse or Occupational Therapist