

## Occupational Health Technician – Grade 8

### Job purpose:

The post holder(s) will work as part of the team in the Kirklees Council Employee Health Care Unit under the supervision of an Occupational Health Advisor.  
The post holder(s) will be delivering the units statutory health surveillance programme and will support the unit to deliver its wellbeing strategy to internal and Traded client groups.

### Key areas of responsibility:

The post will deliver statutory health surveillance programmes under the supervision of an OHA. This would include:

- Health Surveillance
- Audiometry
- Specialist Workplace assessment
- Spirometry
- Phlebotomy
- Vision & skin assessments
- Driver medicals
- Health Promotion events
- Wellbeing assessments and mini health MOTS
- Delivery of vaccination programmes
- Process health questionnaires ready for review by the OHA if indicated
- Competency in the use and maintenance of lung function, vision and hearing test equipment – ensuring calibration schedules are met
- Ordering of medical supplies and vaccines and monitoring of expiry dates
- providing accurate written and electronic reports observing confidentiality at all times
- Using specialist Occupational health software
- liaising with Managers, clients and clinicians regarding outcomes
- Deliver a range of education and training courses to support the wellbeing agenda
- Be aware of confidentiality at all times and demonstrate Professionalism
- Ability to work towards performance objectives and on own initiative

**Decisions**

- The post holders' appointments will be pre-set and determined by the flow of work into the unit
- There is a requirement that the post holder will work to a set of pre-determined clinical policies, procedures and standards
- Generally, the post holder will have access to a Manager or supervisor for advice or guidance on difficult situations.
- Complex Case Management can be passed to a more senior member of staff who will be able to give advice on the best appropriate health outcome.
- The post holder may lead on projects i.e. developing the Feedback and data requirements for the Health surveillance team

**Resources – financial & equipment:**

- Use of Normal office equipment.
- Access to independent means of travel for business use.
- Competent to use specialist equipment i.e. Blood pressure, audiometry and lung function
- Competent to deliver vaccinations and Eyesight testing
- Drug and alcohol testing equipment
- Urine testing
- The post holder may be required to order quantities of medical supplies but will not hold budget responsibilities

## **Work environment – work demands, physical demands, working conditions and work context**

### **Work demands**

- The post holder will need good levels of concentration and mental attention when working with clients where there is a need to record information accurately i.e. health surveillance appointments are approx. 30 mins but can last for most of the day. There is a requirement of the post to be able to listen, record check and interpret results.
- Must have good IT skills and knowledge of specialist IT software (Cohort or other occupational health system) , Excel, Word and Power point
- care, cleaning and calibration of specialist equipment
- Experience of developing written processes, producing statistical data/reports and short client focused reports relating to a recognised clinical process.
- Experience of writing and delivering short training sessions on health and wellbeing topics.
- Ability and experience of researching health related topics
- Experience and ability to complete work under pressure i.e. the role will require the post holder to complete a pre-set schedule of work. There can be interruptions and other pressures.

### **Communication skills:**

- Ability to support clientele who may be distressed or mistrustful tactfully and with empathy
- Ability to communicate to a range of people from different back grounds who have differing requirements.

### **Physical demands**

- The post holder will work from a range of different environments and will have to take portable equipment with them. There is some degree of manual handling as a result.
- Considerable time spent working on a computer
- Manual dexterity and manipulation skills required for the setting up and use of different types of equipment
- Ability to employ medical equipment e.g. spirometer, audiometry equipment.

### **Working conditions:**

- Handling bodily fluids i.e. blood and urine taken during health surveillance.
- Must be able to perform site visits when required (this may increase dependent upon the demands of the clients)
- lifting and carrying equipment, vaccinations, moving under desks/seats when completing workplace assessments to support clients to establish appropriate desk set ups.

### **Responsibility for People**

- A critical element of the role is to deliver the requirements of the H&S regulations which have a direct impact upon the health safety and wellbeing of individuals across the council.

# Job Profile

## Work context

- Normal office environment.
- Dealing with vulnerable people in distress
- Working off site as required.

## Knowledge, skills & experience:

E/D

E = Essential

D = Desirable

- The jobholder needs to have a good knowledge and understanding of HSE legislation and health surveillance legal requirements
- Good literacy and numeracy skills for producing written information
- Experience and good working knowledge of a specialist health software package its general application including inputting data and recall processes.
- Experience and good working knowledge of Excel, Word and PowerPoint.
- Demonstrates an understanding of the needs of the client and the role of the OHT
- Has experience and knowledge of working in a health care environment and experience of client/patient contact and confidentiality.
- Willing to develop other clinical skills relevant to the role
- Experience of working in the health/care sector.
- Good knowledge and understanding of the Council's and the department's policies, procedures and practices.
- Must be able to analyse information and make sound, rational decisions within set protocols.
- Sound oral and written communication skills, with an ability to present information in a variety of formats.
- Team working ability, good time management and organisational skills.
- have an understanding of alcohol, drugs and substance abuse and its impact on mental health.
- Have current and up to date knowledge of the future of occupational health and key areas such as Mental health, muscular skeletal conditions and their impact upon the workplace.
- Communicate effectively by telephone, e-mail and group discussion
- Possess good interpersonal skills
- Basic literacy and numeracy skills and computer skills
- Driving licence or able to travel independently across Kirklees
- DBS Must be flexible with regards to working hours and tasks to deliver the needs of the unit i.e. be prepared to work evenings to meet the demands of night workers /school clients

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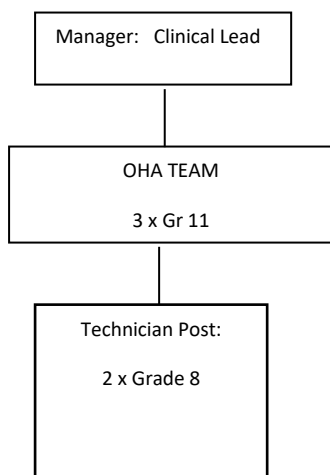
## Qualifications:

- A relevant NVQ Level 3 and at least one professional qualification of competency to deliver the various essential health surveillance tasks i.e. spirometry and audiometry, phlebotomy, vaccinations, workplace assessor.
- Driving licence to be able to travel independently across Kirklees with a variety of heavy equipment.

D

E

## Position of job in organisation structure:



## Behaviours and expectations:

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Please read our [Behaviours and Expectations](#).

## General:

Find out more about [working for Kirklees](#).

DBS check required

**Job ID ref. no:**

**Last updated:**

# Job Profile



This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.