

Clinical Lead, Employee Healthcare – Grade 13

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. You are a key worker in the Employee Health Care Team you will be responsible for providing an integrated healthcare service to Kirklees Council. You will develop a range of occupational health services which meet the operational needs of service areas, by assisting Service Managers in maintaining employee health and managing sickness absence. You will also contribute specifically to Council policies on sickness absence management, attendance strategies and human resource management more generally.

This role is based within Corporate Services. Find out more about [working for Kirklees](#).

Key areas of responsibility

You will provide comprehensive specialist occupational health advice and guidance to services to assist in the development of strategies to reduce the adverse effects of potential health hazards.

You help to set objectives and targets for the Employee Health Care Unit (EHCU) Service, making good use of the EHCU IT systems and working within the EHCU budget, including making savings where necessary, and having an excellent understanding of the needs of the Council.

You keep your eye on the wider, national agenda and emerging EHCU practices. Using innovation and creativity you help to ensure we have the best Employee Health Care service possible, adapting easily to changes and analysing risks.

Develops a strong partnership approach with senior managers and other managers in services and schools and strives for a good understanding of the service areas.

Works closely with other Senior Team members to help manage the EHCU and ensure services are being provided effectively.

Audit clinical standards, Employee Healthcare needs, and produce statistical data for the Employee Healthcare manager and Service Managers.

Undertake medical assessments of employees referred to Employee Healthcare under the sickness absence policies and procedures and provide objective advice and support to service managers and employees.

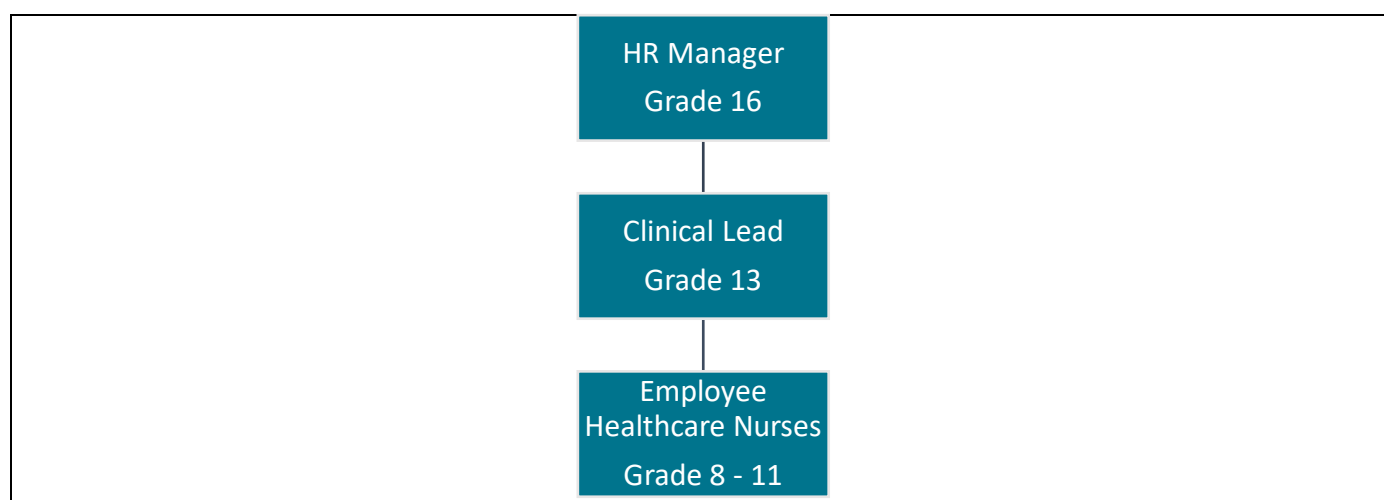
Develops policies and procedures of a very high standard, that are easy to use, implements them and ensures they deliver an excellent level of service.

Always striving to improve the customer experience by keeping up to date with the best EHCU practices across Europe.

Leads on EHCU work projects, provides innovative solutions, analysing risks and challenging the status quo. Uses information to provide analysis and insight to others to make informed decisions.

You will be supported in your role by the HR Managers, and you will provide support to the Employee Health Care Nurses.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Occupational Health Nursing Degree, plus Health Promotion Certificate or Health and Safety Certificate/Diploma, or other agreed Level 3 qualification in another Health-related topic	Essential
Experience in an Occupational Health setting with 6 months post degree qualification and professional registration as a Specialist Nurse in Occupational Health	Essential
Coaching knowledge and experience of working in a coaching style	Essential
IT skills and creativity to support and develop the EHCU IT systems, from a user viewpoint	Essential
Experience of managing staff and complex situations, using clear judgement to advise others to do the same	Essential
Experience of handling difficult situations and problems and resolving them effectively	Essential
Experience of writing complex information in formats suitable for a variety of audiences	Essential
Excellent presentation skills	Essential
Has a sensitive and confidential approach	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of budget management in a changing environment	Essential
Excellent Role Model	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Travel to various locations to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

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 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

DBS check at the appropriate level

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this 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.

For Office Use Only:

Job Category	Employee Healthcare	Grading ID	24820
Job ID	80101089	Last Updated	08/06/2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adult	DBS Type	Enhanced & Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		