

Occupational Healthcare Nurse – Grade 8-11

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 assist with 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 Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

The range of duties you will be undertaking is broad, and will include carrying out screening and health surveillance, delivering vaccination programmes, and providing health advice/education to a large and diverse employee population.

You work on specific tasks from within Employee Health Care Unit (EHCU) and Centres of Excellence, making good use of the HR IT systems and having a good understanding of the needs of the Council.

You keep your eye on the wider, national agenda and emerging occupational health practices.

Using innovation and creativity you help to ensure we have the best EHCU service possible, adapting easily to changes and analysing risks.

You will be supported in your role by the Senior Occupational Health Care Practitioner and Clinical Lead.

- Develops a strong partnership approach with other managers in services and schools and strives for a good understanding of the service areas.
- Works closely with other members to help manage the EHCU and ensure services are being provided effectively.
- Undertake medical assessments of employees and provide objective advice and support to service managers and employees.
- Helps develop policies and procedures of a high standard and ensures they are easy to use.

- Works within the EHCU budget, helping to make savings whilst still delivering the best service possible.
- Always striving to improve the customer experience by keeping up to date with the best occupational health practices across Europe.
- Makes the best use of the technology available to improve the service, tapping into networks of creativity.
- Assists 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.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills. and experience	Shortlisting criteria
Registered Nurse on part one of the register (see below)	Essential
Good experience of managing difficult situations, using clear judgement to advise others	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
Knowledge of working in a coaching style	Essential
IT skills and creativity to support and develop the EHCU IT systems, from a user viewpoint	Essential
Good team working skills	Essential
Has a sensitive and confidential approach	Essential
Excellent presentation skills	Essential

Knowledge, qualifications, skills. and experience	Shortlisting criteria
Understands how occupational health integrates with other Council services to provide an efficient and effective service	Essential
Excellent role model	Essential
Occupational Health qualification (Diploma or degree) or willing to work towards this.	Essential
HAVS qualification and willingness to become qualified.	Desirable
Health Surveillance experience with up-to-date certificates.	Essential
Knowledge of vaccinations/immunisations or willingness to be trained to deliver	Desirable
Accepts a basic DBS 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

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

General information

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

DBS check at the appropriate level

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.

For Office Use Only:

Job Category	Occupational Health	Grading ID	24530 & 24531
Job ID	80100516f	Last Updated	March 2023
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Adult	DBS Type	Basic
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		

Employee Healthcare Nurse – Grade 8-11

Career Progression – How it works:

You can request consideration for career grade progression after being in post for 12 months.

In order to support you, career grade progression will be discussed as part of overall Performance Management e.g. 1:1 and Performance Appraisal discussions.

To be able to apply for career grade progression, you must be able to demonstrate that you are eligible to be awarded an increment as part of the Performance Appraisal process. In addition, you should be able to demonstrate achievement of your objectives and a commitment to personal and professional development.

You will need to submit the following electronically to your line manager:

- Your current appraisal and scores
- Evidence of learning and development
- Case study of recent work – demonstrating your experience, improving your decision-making skills, developing your specialist knowledge and your communication skills.

You will be required to attend a meeting with your manager where the above information will be discussed in more detail.

You will be advised of the outcome of the discussion by your manager and this will be followed up in writing.

If you are unsuccessful in your submission for career progression, your manager will confirm this and provide further information regarding the reasons why and next steps.

If you are unhappy regarding the outcome of the Career Progression, you need to follow the Council's Dispute Resolution procedure.

Activities at Grade 8

- Acquisition of specialist knowledge and skills:
 - (a) Specialist knowledge in occupational health
 - (b) Specialist knowledge in health promotion
 - (c) Case management
 - (d) Attendance Improvement strategies
 - (e) HSE Approved First Aid Qualified
 - (f) Training
 - (g) Administration
 - (h) Report writing
 - (i) Recruitment and selection
 - (j) Specialist knowledge in Health and Safety
 - (k) Research
 - (l) Specialist knowledge in Equality & Inclusion

- Monitoring, evaluation and review of projects.
- Experience of development work.
- Performance in undertaking projects with limited supervision.

Activities at Grade 9

- Must have a minimum of 2 years' experience of working as a nurse within a large multifunctional organisation and must demonstrate:-
 - (i) An in-depth knowledge in 6 of the areas of specialist knowledge and skills
 - (ii) Assist in monitoring, evaluation and review of projects
 - (iii) Under supervision, assist in development work

Activities at Grade 10

- Must have a minimum of 2 years' experience and knowledge in the field of occupational health and must demonstrate:-
 - (i) In-depth knowledge and skills in 8 areas of specialist knowledge and skill
 - (ii) With minimum supervision undertake monitoring, evaluation and review of projects
 - (iii) Assist in developmental work

Activities at Grade 11

- Minimum of 3 years' experience and knowledge in the field of occupational health, with a least 6 months post occupational health qualification and must demonstrate:-
 - (i) In-depth knowledge and skills in 10 areas of specialist knowledge and skills
 - (ii) Responsible for monitoring, evaluation and review of projects
 - (iii) Lead on developmental projects

For Office Use Only:

Job Category	Employee Healthcare	Grading ID	24530 & 24531
Job ID	80100516	Last Updated	22/06/2020
Job Focus	No	Career Progression	Yes

Contractual Variants

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