

## **WEST YORKSHIRE FIRE & RESCUE SERVICE.**

### **JOB DESCRIPTION.**

**POST TITLE:** Occupational Health Technician.

**GRADE:** 3

**RESPONSIBLE TO:** Senior Occupational Health Nurse.

**RESPONSIBLE FOR:** N/A.

**PURPOSE OF POST:** To support the maintenance and development of West Yorkshire Fire & Rescue Service's (WYFRS) Occupational Health Unit (OHU), working effectively within the Occupational Health Team in a technical role.

Activities of the role include undertaking baseline and periodic health assessments on vision, lung function, hearing, height, weight, urine etc., and giving advice where needed.

### **MAIN DUTIES AND RESPONSIBILITIES.**

1. Carry out regulatory and statutory health related assessments for operational fire fighters and support staff.
2. Deliver health screening and health surveillance programmes in compliance with the policies and procedures of OHU.
3. Identify situations requiring qualified Occupational Health Advisor or Occupational Health Physician intervention and make such referrals.
4. Assist with the wide range of general administrative duties and specific tasks relating to clinical work to support the wider Occupational Health team.
5. Provide support with administration and reception cover when required to ensure smooth-running of the OHU.
6. Contribute to the creation of relevant and engaging yearly health promotion campaigns and participate in general promotion of the OHU service.
7. Take a lead in ensuring OHU webpage materials are up to date and are in accessible formats for staff.
8. Provide statistical analysis / evaluation of occupational health & wellbeing initiatives to inform future work
9. Adhere to safe infection control practices to minimise the risk of cross infection.
10. Ensure medical and personal confidentiality is maintained at all times.

11. At all times comply with WYFRS's/OHU policies, procedures and practices.
12. Perform regular maintenance of health screening equipment and facilities.
13. Uphold similar standards to those expected of a professional nursing practitioner.
14. Fully participate in WYFR's Performance Development Review process according to the responsibilities of the role.
15. Attend as required any training courses that will contribute to the effective performance of the postholder.
16. Practice and promote WYFR's Equality and Inclusion and Health and Safety Policies and to conduct oneself in a manner that is always consistent with WYFR's core values.
17. Manage risk effectively within OH in accordance with corporate strategies and plans.
18. Carry out such other duties within the department as from time to time may be required and asked by the Senior Occupational Health Nurse, which are commensurate with the grading of this post.
19. The role requires a full and clean driving license with agreement to use their own private vehicle, or use of a fleet vehicle when/if available for which a driving assessment is essential.

**Second area:**

20. To Implement and promote the Authority's:
  - a) Health and Safety policies
  - b) Equality and Diversity policies
  - c) Information Security Management System policies
  - d) Safeguarding policies
  - e) Business continuity policy and contingency arrangements.
21. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
22. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
23. Responsibility for ensuring any data produced in relation to the post is accurate and current.
24. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
25. Undertake any other duties commensurate with the grade of the post as directed by line management.

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	<b>Experience.</b>	<b>Essential/ Desirable.</b>	<b>Where Identified.</b>
1.	IT literate with ability to use systems such as Microsoft Word and Excel.	Essential	Application
2.	Knowledge and experience of problem solving when faced with equipment malfunctions.	Desirable	Application
3.	Experienced and confident to work under own initiative.	Essential	Application & Selection Process
4.	Knowledge and experience of admin tasks (e.g., inputting data, record keeping, scanning, and uploading data, dealing with enquiries).	Essential	Application & Selection Process
5.	Experience of working within an occupational health / clinical setting.	Desirable	Application
6.	Experienced and able to communicate clearly and effectively at all levels.	Essential	Application & Section Process
7.	Knowledge and experience in understanding the parameters of the job role and when to refer to senior OHU Nurse.	Essential	Application & Selection Process

	<b>Education and Training</b>	<b>Essential/ Desirable</b>	<b>Where Identified</b>
8.	Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above / equivalent qualifications, or equivalent level of literacy and numeracy gained through work experience.	Essential	Application
9.	Hold a Professional Occupational Health Technician training course [or be required to complete within 3 months of employment].	Desirable/ Essential.	Application & Selection Process.
10.	Administration qualification at Level 2 or equivalent, or equivalent level of admin skills gained through work or other experience.	Desirable	Application

	<b>Special Knowledge and Skills.</b>	<b>Essential/ Desirable.</b>	<b>Where Identified.</b>
11.	Knowledge of the ethical code of conduct for confidentiality.	Essential	Application & Selection Process
12.	Good knowledge of the principles of infection control.	Essential	Application
13.	Knowledge of how Occupational Health and Health & Safety align with each other.	Desirable	Application & Selection Process
14.	Knowledge of how Emergency Services operate.	Desirable	Application & Selection Process
15.	Willingness to work a small number of weekend days/ evenings at the request of the Senior Occupational Health Nurse.	Essential	Application
16.	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process only
17.	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process only
18.	To hold and maintain a current full UK valid car driving licence. [You will be required to undertake a short driving assessment with one of our driving instructors].	Essential.	Application & Selection Process.

Post created November 2022.