

Job Title: Occupational Health Advisor

Department: Clinical

Anticipated Working Hours: As per terms and conditions of employment

Reporting To: Manager (Nurse)

Level: OHA

Band: C2

Deputising For: N/A

Subordinates: N/A

Location: As per terms and conditions of employment

SUMMARY: Main Objectives (Purpose of the Role in the Business)

- The delivery of the Occupational Health Service to Medigold clients and to ensure that the provision of the occupational health advice is at all times of the highest standard.
- To act as an ambassador and promote the Occupational Health services available.
- To ensure standards of best practice and standardisation of systems.

SPECIFIC DUTIES

- To provide professional occupational health advice for our clients expediting an early return to work for absent employees, whenever possible, ensuring that cases are actively monitored until the case has reached a satisfactory conclusion.
- Undertake Health Surveillance, including vaccinations and phlebotomy as required.
- Provide appropriate advice on health and safety issues, rehabilitation, health promotion and education to employers, employees, line managers and HR function.
- Ensure that one is familiar with the requirements of all appropriate client contracts. Monitor standards of occupational health advice provided.
- Develop and maintain close working relationships with client contracts to ensure the highest standards of occupational health delivery.
- Take accountability for identifying, influencing and implementing improvements to the service provided from a clinical point of view, looking for opportunities to extend the Occupational Health product offering.
- Ensure activities are kept within agreed service level agreements
- Attend in-house Clinical Audit days and departmental meetings
- Liaise with Administrators/Team Leader's regarding both client and patient queries.
- Answer and triage inbound telephone calls within agreed timescales.
- Perform general office duties such as typing, operating office machines, and sorting mail.

GENERAL OFFICE DUTIES

1. Assisting new members of staff during induction and probation periods
2. Assisting with colleagues work during absence.
3. Attending meetings and training sessions as required
4. Any other request made by a Manager or Director

REQUIREMENTS FOR THIS ROLE

- Occupational Health degree & NMC registration.
- Demonstrable experience within Occupational Health departments, preferably private sector experience.
- Experience of attending, presenting and hosting client Wellness and health promotion days.
- Knowledge of Outlook and Word is essential and knowledge of Excel and PowerPoint is desired.
- Full UK driving licence.

Skills	Attitudes
OH Degree/registered RGN	Responsible attitude
Organisational skills	Trustworthy and honest
Exemplary communication skills	Enthusiastic
Confident presentation skills	Remain calm under pressure
Trained to undertake vaccination and phlebotomy	Professional in appearance and approach
Good telephone manner	Ability to work within team and alone
Proficiency in Word, Excel, PowerPoint & Outlook	Proactive
Time planning and priority setting	
Influencing skills	
Good Interpersonal skills	
Flexible in approach	

I understand the specific duties required of me within my role and accept the responsibilities, authorities and accountabilities related to this role. I have therefore read and accepted this document on Octopus HR.