

PERSON SPECIFICATION

Occupational Health Advisor

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- NMC Registered Nurse – Adult
- Occupational Health knowledge and experience

Desirable:

- Occupational Health Degree / diploma IOSH or NEBOSH Cert.
- Qualification/experience in health surveillance e.g. eye testing for DSE, spirometry, audiometry and HAV's.

Experience and knowledge

Essential:

- Minimum 5 years post registration experience in an OH setting.
- Solid background in Occupational Health practice.
- Provide clinical leadership and advice.
- Manage own caseload.
- Excellent written and oral communication and interpersonal skills.
- Details of qualifications and experience required including post qualification experience.
- Excellent administration skills and the ability to maintain clear accurate records.
- Contribute to a positive absence culture by the training and development of managers, on sickness absence management, rehabilitation and stress.
- Ability to work autonomously in accordance with team plan to agreed standards and operational procedures.



Desirable:

- Ability to use Microsoft 365
- Experience of diverse workforces
- Political awareness.

Specialist skills and abilities

Method of Assessment – D, I

Essential:

- Demonstrate a sound knowledge of best practice in current occupational health practice and relevant health and safety legislation.
- Ability to produce evidence-based management referral reports.
- The understanding of and the ability to maintain medical confidentiality and provide clear guidance to all managers within a complex non-medical organisation.

Desirable:

- Knowledge of legislation and best current practice regarding manual handling, workstation safety and stress management

Personal skills and attributes

Method of Assessment – D, I

Essential:

- Ability to work under pressure and to deadlines in a demanding work environment.
- Self-assured.
- Robust/Resilient
- Enthusiastic
- Flexible approach
- Team player
- Use initiative
- Ability to deal with and influence people at different levels in the organisation.
- Commitment to personal and professional development
- Commitment to equality and diversity



Decision making impact and innovation

Method of Assessment – D, I

Essential:

- Be proactive and maintain a high quality service, to meet Corporate requirements.
- Ability to take on extra responsibilities in order to maintain business continuity.
- Maintain and develop competence in OH nursing practice.
- Excellent organisational, interpersonal and communication skills.
- Good judgment to refer appropriate issues to the senior occupational health adviser.
- Ability to remain calm under pressure, prioritise workload and meet deadlines.

Desirable:

- Good problem-solving skills in a day-to-day and crisis situation.
- Knowledge of Health and Safety.

Fluency Duty

Essential – Communication (Fluency Duty) –

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criterion applies in accordance with the statutory [Fluency Duty for public facing roles](#)

Special working conditions

Method of Assessment – D, I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base or other Council workbase as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match.

