

ROLE PROFILE

Post Title:	Force Medical Adviser
Location:	Headquarters
Responsible to:	Senior HR Manager – Employee Relations

Job Purpose:

To provide a high quality, professional and efficient Occupational Health and Welfare Service which meets the needs of both managers and staff by promoting, maintaining and improving the mental and physical well-being of police officers, police staff and members of the Special Constabulary.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To develop and document appropriate policies and procedures on Occupational Health issues in response to perceived needs, external advice and current best practice.
- To advise and participate in the identification, evaluation and development of new business opportunities for the Health Services.
- To advise on reasonable adjustments, rehabilitation and placement in suitable work of staff temporarily or permanently disabled by illness or injury; assist management / employees in evaluation of ill-health; arranging appropriate specialist referral for investigations and treatment and participate in multi-disciplinary approach to problem solving in order to facilitate the return to work process.
- To advise on applications for recruitment, pensions, discipline and sickness absence so that informed decisions can be made about employees' circumstances.
- To provide advice and reports on compensation claims and litigation issues and attend Court in order to represent the Force on such matters.
- To be responsible for clinical audit programme integrated with force quality objectives and practices to ensure provision of comprehensive Health Services.
- To advise both employer and employee about fitness for work, recruitment and retirement.
- To advise management in the analysis and control of sickness / absence and employee on preventative measures and improving sickness absence.
- To undertake examinations of those employees who are absent on long term sick leave, to advise management as to future prospects and to examine the possibility of redeployment, retraining, re-entry or retirement on grounds of ill health.
- Reviewing and supporting individual employees whose health status is affected by specific medical conditions and providing managers, officers and employees with appropriate advice on the management of such conditions at work.
- To undertake pre-employment health screening to determine suitability of candidates for employment with Lancashire Constabulary including, where appropriate, full medical examinations.
- To undertake examinations of existing officers and employees in relation to their fitness to undertake work in

particular environments e.g. firearms, public order, driving.

- To provide assistance in the promotion of health education, training and the promotion of good practice in issues such as lifting, stress, diets, noise, exercise, blood borne viruses and skin care.
- Liaison with appropriate staff within the Human Resources and Payroll Department regarding individual cases as necessary in order to ensure high standards of care and a co-ordinated approach.
- Develop and document of appropriate medical standards and screening protocols.
- Liaising with general practitioners, hospitals and specialist agencies as required.
- If required, undertaking projects and research assignments within pre-defined terms of reference commissioned by Senior Managers/Chief Officers and in line with professional/ ethical standards.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	3	Interview
We take ownership	3	Interview
Inclusive, enabling and visionary leadership		
We are collaborative	3	Interview
We deliver, support and inspire	3	Interview
Intelligent, creative and informed policing		
We analyse critically	3	Interview
We are innovative and open minded	3	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the

recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Registered Medical Practitioner with a licence to practice		Application Form / Certificate
Member of the Faculty of Occupational Medicine (MFOM). On specialist register or within 6 months of C.C.T.		Application Form / Membership Certificates
Knowledge / Experience		
Extensive experience in providing occupational health in public or private sectors		Application Form / Interview
Knowledge of Employment Law and other relevant Legislation, particularly Equality Legislation	Knowledge of LGPS and Police Regulations	Application Form / Interview
Experience in occupational medicine, e.g. advising on reasonable adjustments, rehabilitation and ill health retirement.		Application Form / Interview
Experience of developing occupational Health policy and procedures		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Willing to travel to meetings outside the Occupational Health Unit		Interview
Must undertake the necessary CPD to remain current and also for revalidation.		Interview
Willing to attend relevant training/qualification courses.		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: November

2021