



## ROLE PROFILE

<b>Post Title:</b>	Occupational Health Nurse Advisor	
<b>Grade:</b>	LC 8	JE: 1672
<b>Location:</b>	Occupational Health & Wellbeing – HQ	
<b>Responsible to:</b>	Nurse Manager	

### Job Purpose:

To provide a comprehensive Occupational Health & Wellbeing nursing service with particular emphasis on return to work assessments and routine health screening.

### Key Responsibilities:

- To undertake pre-employment and pre-placement medical assessments on new applicants, as well as undertaking routine and non-routine medical assessments on police officers and police staff in specialist roles, either in the Occupational Health & Wellbeing Services Unit or out in Divisions.
- To undertake assessments of employees' fitness for work and make recommendations and submit written reports to management, ensuring strict compliance with the Nursing & Midwifery Council's guidelines on medical ethics and confidentiality at all times.
- To offer advice to employees and Line Managers/HR on general physical health issues and general mental health issues, particularly with regard to their fitness for work.
- To undertake some of all of the Medical Technicians duties in his/her absence
- To assist the Nurse Manager in the efficient running of the Occupational Health & Well Being, including the preparation of Management Reports and statistical information on a regular basis.
- To provide representation at Case Conferences when required
- To demonstrate a strong commitment to delivering high standards of service with an emphasis on quality at all times.

- To promote and comply with our obligations under the Equality Act 2010 and Lancashire Constabulary's policy on health and safety both in the delivery of service and the treatment of others.
- 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	Level 2	Interview
We take ownership	Level 2	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	Level 2	Interview
We deliver, support and inspire	Level 2	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	Level 2	Interview
We are innovative and open minded	Level 2	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	
Qualifications			
Essential	Desirable	To be identified by	
Registered General Nurse registered with the NMC		Application Form	
Diploma in Occupational Health Nursing or equivalent postgraduate qualification as a minimum	Experience of working with Mental Health conditions or an interest in developing in this area	Application Form	
Knowledge/Experience:			
Recent experience of working in an occupational health environment		Application Form / Interview	
At least 2 years previous OH nursing experience		Application Form	
Able to demonstrate effective communication skills, both orally and written, to all levels of management and staff, both internally and externally		Application Form / Interview	
Experience of developing and implementing healthcare policies		Interview	
Experience of producing accurate written information and demonstrate a high level of attention to detail		Application Form / Interview	
Experience of working to conflicting demands and tight timescale, within a busy environment		Application Form / Interview	
Capable of working independently with the minimum of supervision		Interview	
Knowledge of Health & Safety, Data Protection and Equality Act Principles		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	
Able to adopt a flexible approach to working location and hours of work, dependent upon the requirements of the Health Services Unit and the wider business needs of the Constabulary		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: January 2022**