

LANCASHIRE CONSTABULARY JOB DESCRIPTION



Lancashire
Constabulary
police and communities together

Post Title: Occupational Health Nurse Advisor (with interest in Mental Health)

Location: Occupational Health & Wellbeing – Headquarters

Responsible to: 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.

Grade: LC8

KEY RESULTS AREAS

- 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 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

CANDIDATE SPECIFICATION

Essential	Desirable	To be identified by:
Qualifications		
Registered General Nurse registered with the NMC		Application Form
Diploma in Occupational Mental 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 general 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
	Recent experience of working in the Public Sector at a Senior Level	Application Form/Interview
Experience of developing and implementing healthcare policies		Application Form/ Interviews
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		Application Form/ 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
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

Personal Qualities	
Decision Making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.	Interview
Leadership – Openness to Change Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change. Takes an innovative and creative approach to solving problems.	Interview
Leadership – Service Delivery Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.	Interview
Professionalism Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behavior. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.	Interview
Public Service Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	Interview
Working with Others Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.	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.

JE 1672

Date last updated: December 2017