

SERIOUS ORGANISED CRIME AGENCY

ROLE REQUIREMENTS PROFILE

Directorate:	Corporate Services
Role Title:	Occupational Health Advisor Occupational Health & Welfare Service
SOCA Grade:	4
Location(s): Is this work geographically dependent?	Birmingham or London
Aim of the role:	To develop and maintain the provision of Occupational Health services. To provide expert advice, guidance and support to managers and employees in order to promote and maintain optimal occupational health standards in the workplace.

1. Key responsibilities/accountabilities: (5 Most Impactive)
<ul style="list-style-type: none"> • To deliver a research based, professional, competent and evidence-based Occupational Health service to both the individual and SOCA. • Responsible for OH Provision which involves case management, fitness for role medicals, health promotion, letter and report writing, clear documentation, liaison with managers, HR, H&S groups and external multi disciplinary groups such as consultants, GP's and physiotherapists. • Work as part of the multi-disciplinary Occupational Health & Welfare Team. • Develop a specialist portfolio area – and update colleagues as required. • General administration duties, dealing with enquiries, maintaining lists of medicals, ensuring medical records are maintained, booking appointments, contributing to the formation of internal policies and consulting on external policies.

RESTRICTED

**2. Key behavioural competencies required - against competency framework:
(Max of 5)**

Community and Customer Focus – Level B

Team Working - Level B

Personal Responsibility – Level B

Effective Communication – Level B

Planning and Organising – Level B

3. Key technical skills required: (including specific accreditations/specialist knowledge)

Essential

Registered Nurse

Cert/Dip/Degree in Occupational Health Nursing

Desirable

Proven post OH qualification experience

Evidence of continued professional development

Vetting status: Selected candidates will need to successfully complete DV security vetting.