



Occupational Health Advisor

Department	Safety, Wellbeing and Resilience		
Directorate	Office of the University Secretary and Compliance Officer		
Staff Category	Administrative and Professional	Reference No	647782
Reports To	Occupational Health Manager	Grade	7
Salary Range	£36024 - £44263 pro rata per annum	Contract Type	Open Contract
FTE	0.6 (21 hours/week)	Closing Date	16/10/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		On Site Facilities
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

Job Advert

The University of Strathclyde is looking to appoint an Occupational Health Advisor to join the Occupational Health Service (OHS) which reports to the Director of Safety, Wellbeing and Resilience) The OHS, is a nurse led service with administrative and physiotherapy support and with clinical lead from an Occupational Health Physician. The OHS provides both proactive and reactive advice to all staff, (circa 3,500) some student groups, and supports managers achieve their statutory duties to protect and promote health, safety and wellbeing across the University community.

The University community is engaged in diverse and challenging activities, and this is an outstanding opportunity for an experienced Occupational Health Advisor to be part of a friendly team, aspiring to uphold the University values of being: Bold, Innovative, Collaborative and Ambitious.

The OHS is aiming to be best in sector, offering a high-quality service, that's also a great place to work in line with our ambitious 5-year Safety, Wellbeing and Resilience Strategy "A Culture of Care".

Reporting directly to the Occupational Health Manager and working closely with colleagues this role will involve a broad range of practice including health surveillance, management referral advice, and health and wellbeing promotion.

In addition to a high degree of professional skill and knowledge we also expect the candidate to be computer literate with excellent verbal and written communication skills. Significant experience of working within an Occupational Health setting is essential, preferably with experience in the Higher Education Sector. You will be working as part of a team and excellent interpersonal skills; a high degree of initiative and a flexible approach are also essential.

The successful candidate must be a Registered General Nurse, or Registered Nurse with a valid NMC pin and qualified (or soon to be) as a Specialist Community Public Health Nurse – SCPHN – OHN or with an NMC validated Diploma in Occupational Health, allowing entry onto Part 3 of the nursing register.

The candidate will be expected to act in a way that upholds the principles and values outlined in The Code of Professional Standards.

Job Description

Brief Outline of Job:

The Occupational Health Advisor will work as part of a team supporting the Director of Safety, Wellbeing and Resilience in delivering a caring, efficient, and high-quality corporate safety, wellbeing and resilience department and implementing our ambitious 5-year Strategy “A Culture of Care”. The Directorate provides expertise and advice to ensure the University of Strathclyde is fully compliant with its legal duties and risks to the health, safety and wellbeing of staff, students, researchers, contractors and others engaged with our work activities are minimised.

You will have excellent organisational, planning and communication skills, to offer a variety of supportive advice to colleagues across a large, complex organisation. Although based in the Occupational Health Department on our main campus in the city centre, there is likely to be occasional work at other University sites. The post is mainly clinic/office based on campus, but hybrid working is available. The post requires an ability to offer competent advice on a wide range of current Occupational Health issues including, mental health, wellbeing, ergonomics, sickness absence, health and safety risk.

We recognise that providing a quality service means ensuring that the OHS staff have the time they need to perform their duties in a caring, professional, responsible, and meaningful way, so we focus on quality not quantity.

You will be supported to maintain professional competency by actively undertaking ongoing continual professional development and by keeping abreast of new and emerging legislation and developing skills associated with your role.

Main Activities/Responsibilities:

1.	Undertake appropriate statutory health surveillance as identified by risk assessment in relation to health and safety legislation, in particular COSHH. The role involves, paper-based or digital-based assessment and physical monitoring, including pulmonary function, audiometry, skin assessment and HAVS.
2.	Evaluate the results of health surveillance programmes, and ensure that the correct advice in relation to fitness is communicated in line with departmental procedures, escalating where clinically appropriate.
3.	Provide health assessments that meet best practice requirements and are in line with policies and protocols.
4.	Provide expert, evidence-based management advice reports, for referrals relating to attendance, fitness for work and other requests for OH advice. On average 3 new appointments a day.
5.	Maintain confidential records/reports to meet both internal and external (e.g. legislative or national) requirements and professional standards.
6.	Adhere to established standards in relation to use and maintenance of medical equipment and Facilities.
7.	Provide health advice to staff and students travelling abroad on University business.
8.	Work in collaboration with the wider University community, including the Safety team, HR, Strathclyde Sport, Disability and Wellbeing, managers, and key stakeholders to continually improve the health and safety performance of the organisation.
9.	Identify and deliver appropriate initiatives or training that will address the most significant factors currently impacting staff wellbeing.
10.	Work with the Wellbeing Manager on campaigns and regular initiatives throughout the year aligned with Public Health and national campaigns such as Smoking Cessation, Mental Health Awareness.
11.	Maintain professional competency by actively undertaking ongoing continual professional development.

12.	Undertake other such reasonable duties as appropriate to the grade of the post, as allocated by the Occupational Health Manager which may include providing cover for other members of team and deputising for colleagues during periods of annual leave.
13.	Carry out all duties in a manner that promotes and supports equality, diversity, inclusion, safety and the University's values.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Qualified (or soon to be) SCPHN, or OHN with an NMC validated Diploma in Occupational Health, allowing entry onto Part 3 of the nursing register.

Experience

E2 Experience of working in an OH role with previous experience conducting and interpretation of health surveillance, and conducting management referral assessments with production of advisory reports to management.

E3 Experience of providing a range of services to a wide client group.

E4 Experience of advising on sickness absence, the Equality Act and reasonable adjustments.

D1 Experience of identifying and delivering appropriate health promotion and wellbeing initiatives.

D2 Experience of responding to staff needing support with mental ill health, and appropriate sign posting.

Job Related Skills and Achievements

E5 Providing high quality written feedback within a given timescale.

E6 Evidence of maintaining clinical skills and professional knowledge.

E7 An ability to utilise IT systems to enhance compliance and data collection.

D3 Presentation skills.

Personal Attributes

E8 A high level of interpersonal skills with a friendly, approachable manner, enjoys supporting a team and is able to maintain effective collaboratively working relationships with staff at all levels of the organisation.

E9 Highly organised and methodical with the confidence to plan and organise workloads effectively and accurately, using initiative to meet deadlines.

E10 Demonstrate an ability to effectively assess situations and determine as appropriate when matters require to be referred to more senior colleagues.

E11 Experience of working/responding independently and dealing with unforeseen problems and circumstances.

Other Relevant Factors

E12 Flexibility regarding working hours which may involve working out with normal hours in rare circumstances.

E13 A willingness to participate in University activities outside the direct scope of the role.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to David Errington, Occupational Health Manager (david.errington@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Formal interviews for this post will be held on 06/11/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

