

Post Specification

Post Specification - Key Information

- **Post Title: Occupational Health Advisor**
- **Date: August 2026**
- **Post Group Number: 6474**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT13**
- **Final Grade: 14**

To be read in conjunction with the job family role profile.

Service Area Description

The Occupational Health service provides nurse- led, organisational and individual advice on all aspects of occupational health. The service provides statutory health surveillance, opinions on fitness for work and rehabilitation, advice on legal compliance in occupational health matters, including health and safety legislation and the Equality Act 2010.

Purpose of this Post

To work alongside the Occupational Health Service Manager to provide a nurse- led efficient and effective peripatetic Occupational Health Service for the benefit of Westmorland and Furness Council's multi-disciplinary workforce.

To act as an Occupational Health Advisor and contribute to service development, planning and continuous improvement.

To deputise in the absence of the Occupational Health Service Manager in the day to day running of the department.

To provide specialist occupational health advice, reports and recommendations to managers and employees, supporting attendance, wellbeing and fitness for work

Key Job Specific Accountabilities

1. Act as an Occupational Health Advisor and manage a designated area. To deputise in the absence of the Occupational Health Service manager in the day to day running of the department.
2. Provide specialist occupational health advice to managers and employees to ensure compliance with relevant legislation and supporting the development and implementation of best practice to promote the health, safety and wellbeing of all employees.
3. Ensure the maintenance of a confidential, secure, accurate and relevant records system complying with current legislation and best practice.
4. Undertake a range of occupational health activities, including health surveillance, screening, assessments and immunisation programmes for employees and prospective employees to determine fitness for employment. Liaise with other health professionals, as appropriate, to provide the best medical/clinical advice and services to support employees and managers.
5. Assist in the training and development of other colleagues on all aspects of health and well-being. Adhere to the principles of clinical governance, clinical supervision and clinical audit, and work within the NMC competency guidelines.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** N/a
- **Staff Management Responsibilities:** Occupational Health Nurse
- **Other:** N/a

Essential Criteria

- Registered General Nurse (RGN) with current NMC registration
- Occupational Health Post graduate specialist qualification to degree or diploma level
- Comprehensive knowledge and experience of occupational health, health and safety legislation and compliance.
- Considerable experience working in an Occupational Health Environment
- Ability to travel throughout Cumbria
- Competency in audiometry, spirometry, vision screening, HAVS assessments and immunisation programmes
- Excellent report writing, communication and organisational skills

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
 - DBS Enhanced – Adults

Job Working Circumstances

- **Emotional Demands:** Involves dealing with challenging situations
- **Physical Demands:** To be able to carry, transport and set up medical equipment as needed
- **Working Conditions:** Peripatetic environment, large geographical area, lone working
- **Other Factors:** N/a

Other Factors:

- None