

Job Description & Person Specification



Job Title	Occupational Health Manager
Division/Location	SHEQ - Head Office, Norwich
Reporting to	Head of SHEQ
Weekly Hours	37 Hours Per Week
Grade/Salary	NCS Management M3, £42,574.21 - £45,653.79 DoE

Job Description

The Role:

Lead on Occupational Health (OH) surveillance which forms the system for ongoing health monitoring, within the Norse Group and act as the first point of contact for work related health matters.

Subject matter lead, supporting operations across the Group in delivering effective local OH support.

Main Responsibilities:

- Developing and managing OH requirements for the workforce across a multi sector organisation.
- Identifying and preventing work-related health problems adopting a leading approach.
- Conducting health surveillance and screening as identified by business areas and sector risk.
- Maintaining OH records and reports for individuals within the Group with adherence to data protection.
- Identifying specific screening programmes for any early onset of occupational disease or disorder.
- Providing basic health awareness information promoting OH and wellbeing.
- Developing and implementing process and procedures for OH management that can be embedded within the Integrated Management System (IMS).
- Supporting and working with the Strategic HR Wellbeing Lead developing a one group approach to maintaining a healthier workforce.
- Providing advice and support to the group on workplace adjustments due to health concerns aligned to the Equality Act.
- Supporting and providing occupational health advice for employees who have presented with an OH health concern.
- Liaising with HR for referrals to the 3rd party health providers and where appropriate identifying any specialist support.
- Identifying OH initiatives, programmes and campaigns that support the workforce and provide specific health information.
- Providing advice and support on FA arrangements and identifying any specialist training needs linking in the learning and development team (L&D).
- Supporting with the development and review of OH risk wellbeing assessments.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by: SHEQ Director	Roger Smith	Date:	14.04.2022
Approved by Head of Resourcing:	Jo Wishart	Date:	14.04.2022

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Registered Nurse with a background in occupational health management or hold a Post Graduate qualification in Occupational Health.	Essential	AF / I
	Understanding of statutory compliance in relation to OH regulations.	Essential	AF / I
Experience	Have significant proven level of experience in registered nurse or OH position.	Essential	AF / I
	Previous experience in the collation and tracking of confidential information.	Essential	AF / I
	Experience with organising and controlling activities which involve and effect senior stakeholders.	Essential	AF / I
Skills/Abilities	Proficient with Microsoft Office Suite, including Word, Excel & Outlook.	Essential	AF / I
	Confident liaising with colleagues and stakeholders across all levels.	Essential	AF / I
	Excellent time management skills, with the ability to multi-task, prioritise and manage your own workload.	Essential	AF / I
	Have excellent written and verbal communication skills.	Essential	AF / I
	The ability to prepare concise written documents whilst selecting the appropriate tone for the topic and the reader .	Essential	AF / I
Other Requirements	Full UK Driving Licence to meet the travel requirements of the role, including overnight stays where required.	Essential	AF / I
	Willing to undertake further training as required.	Essential	AF / I

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General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment, and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

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