

Person Specification

Job Title: FFW Adviser

Attributes	Essential	Desirable
QUALIFICATIONS	<p>Current Registration with NMC as Registered General Nurse (Adult)</p> <p>Specialist Occupational qualification and/or equivalent experience of working in the specialty of Occupational Health</p>	<p>Report writing training</p> <p>Teaching / mentor qualification</p>
KNOWLEDGE	<p>Professional and legal knowledge in relation to fitness for work assessments and the writing of management feedback reports</p>	<p>Health and lifestyle initiatives</p> <p>Policy, process and protocol development</p> <p>Health surveillance programmes</p> <p>Health and lifestyle screening programmes</p>
TRAINING AND EXPERIENCE	<p>Case Management/Fitness for work assessments</p> <p>Working within an Occupational Health or case management setting</p> <p>Proven report writing skills</p> <p>Audit and evaluation of professional practice</p>	<p>Health surveillance screening</p> <p>Health and wellbeing lifestyle screening</p> <p>Mentoring</p> <p>Case Conferences / Multi-Disciplinary Team discussions</p> <p>Working with IT database systems or specific OH systems e.g. Empactis</p> <p>Delivering training and education programmes</p> <p>Networking</p>
SKILLS AND ABILITIES	<p>Proficient in fitness for work assessments (face to face, video or telephonic)</p> <p>Proficient in report writing</p> <p>Ability to prioritise workload</p> <p>Effective time management</p>	<p>Management information collating and reporting</p> <p>Presentation skills</p>

	<p>Ability to work on own initiative, unsupervised and independently whilst working as part of a wider multi-disciplinary team</p> <p>Good written and verbal communication skills</p> <p>Ability to work under pressure</p> <p>Ability to engage with key stakeholders</p> <p>Good IT skills e.g. Microsoft packages, Word, Excel, PowerPoint</p>	
ATTRIBUTES	<p>Commitment to achieving personal, departmental and organisational objectives</p> <p>Innovative and creative when looking for solutions</p> <p>Persistent and resourceful</p> <p>Team player</p> <p>Able to adapt approach and style to meet needs of audience</p>	

MFT Values and Behaviours Framework 'Together Care Matters'

This below table outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
Working Together	<p>I listen and value others views and opinions</p> <p>We work together to overcome difficulties</p> <p>I effectively communicate and share information with the team</p> <p>I do everything I can to offer my colleagues the support they need</p>
Dignity and Care	<ul style="list-style-type: none"> • I treat others the way they would like to be treated – putting myself in their shoes • I show empathy by understanding the emotions, feeling and views of others • I demonstrate a genuine interest in my patients and the care they receive • I am polite, helpful, caring and kind
Everyone Matters	<ul style="list-style-type: none"> • I listen and respect the views and opinions of others • I recognise that different people need different support and I accommodate their needs • I treat everyone fairly • I encourage everyone to share ideas and suggestions for improvements
Open and Honest	<ul style="list-style-type: none"> • I admit when I have made a mistake, and learn from these • I feel I can speak out if standards are not being maintained or patient safety is compromised • I deal with people in a professional and honest manner • I share with colleagues and patients how decisions were made