

## JOB DESCRIPTION

**POST:** Employee Health and Wellbeing Fitness for Work Advisor

**DEPARTMENT:** Employee Health and Wellbeing

**BAND:** 6 (Indicative banding and salary range, to be confirmed following job evaluation. This will be confirmed when an offer is made to the successful candidate)

**HOURS PER WEEK:** 37.5 per week Mon-Fri

**REPORTS TO:** Fitness for Work Team Manager

**RESPONSIBLE FOR:** Not Applicable

**WORK BASE:** Oxford Road/Wythenshawe/Trafford/North Manchester/Home Based

## JOB PURPOSE

Working within the EHW service to provide professional and proactive EHW services to internal and external clients by carrying out fitness for work assessments (following a management referral). Providing professional and comprehensive advice to employees and external clients and evidence based written reports following fitness for work assessments.

Supporting the delivery of the Trust's Health and Wellbeing agenda. Undertaking continual review and evaluating working practices to ensure best practice and clinical standards are maintained and assisting in the collecting and collating of data to evidence the quality and effectiveness of service delivery.

Providing education and training to promote the benefits that the EHW service delivers to its users/clients.

## KEY DUTIES AND RESPONSIBILITIES

- Delivering high quality case management services whilst maintaining professional accountability and standards.
- Undertaking 'fitness for work' assessments, using evidence-based practice to provide appropriate advice and support to managers, employees and HR whilst considering relevant legal requirements e.g. Equality Act.
- Providing professional, comprehensive and evidence based written reports to managers/HR.
- Conducting case conferences in line with service protocols to support a multidisciplinary approach to case management.
- Working flexibly across the Trust sites as required to deliver services, either conducting face to face or telephone consultations. (if delivering site-based face to face services, not a requirement for home based workers)
- Maintaining EHW records in line with the requirements of the Data Protection Act, Caldecott Principles, and local protocols.
- Being an active member of the Fitness for Work team, working with or referring to other professional colleagues (within the EHW team or externally) to provide robust management advice and to instigate appropriate clinical pathways.
- Professional accountability for delivering high standards of clinical care.

- Provide health surveillance programmes as required for 'at risk' groups.
- Participate in the training and upskilling of team members.
- Evaluate the effectiveness of recall systems, ensuring appropriate follow up for individuals within specific programmes.
- Provide management information to support proactive measurement of the effectiveness of clinical services.
- Promoting the value of work in relation to health and encouraging a proactive approach when advising on the management of health in the workplace.
- Taking a partnership approach with managers, HR and employees to create and maintain positive working relationships and to raise the profile of employee health and wellbeing.
- Delivering training to managers, HR, and employees on a variety of topics relating to employee health and wellbeing for internal and external clients.
- Taking an active role in coaching, training, and upskilling of team members, managers, and employees on the remit of fitness for work.
- Supporting the collection and collation of management information to evidence the effectiveness of clinical services and cost benefits.
- Representing the EHW service at Trust meetings as required.
- Taking an active role in the development of specific EHW policies, procedures, protocols, and projects/initiatives.
- Supporting the EHW Service in maintaining the Effective, Quality Occupational Health Service (SEQOHS) Standards Accreditation (Faculty of Occupational Medicine accreditation scheme which all NHS and commercial OH/EHW Services are required to achieve). Producing data as required for the SEQOHS Audit and ongoing revalidation.
- Contributing to research and audit programmes to improve EHW service delivery and effectiveness and to demonstrate the benefits of the EHW service to clients.
- Assisting in the development of OH IT systems to develop customer focussed management information reports that demonstrate OH effectiveness and cost benefits.
- Communicate effectively with internal/ external clients
- Actively participate in clinical and team meetings
- In accordance with Trust policies and procedures, ensure that own personal practices in infection prevention and control meet the requirements of the hygiene code and health & safety at work.
- Within area of responsibility, ensure the effective maintenance of infection prevention and control standards of all staff and the decontamination and cleaning of departments and reusable equipment.

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, considering changing circumstances and in consultation with the post-holder.

#### **KEY RELATIONSHIPS**

- EHW colleagues
- EHW Senior Management Team
- Human Resources Team
- Managers across the Trust

- Employees across the Trust
- Infection, Prevention and Control
- Health and Safety

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

### **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

### **ORGANISATIONAL CHART**

