

## EMPLOYMENT CRITERIA/PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties described in the job description. These are identified as either essential, ie those without which the job could not be performed adequately, or desirable, ie those which, although not essential, could enhance job performance. These criteria should be capable of being measured in some way through the selection process either by information given on the application form and references or by aptitude test results or questions planned for the interview. The specification should be used to shortlist applicants and to compare how well candidates match the agreed specification.

People with disabilities may apply for this post. Please specify here if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level.

You may be asked what arrangements - if any, can be made to overcome the disability ie provision of equipment or changes to the physical working environment/job tasks.

**Post Title: Consultant Occupational Physician      Directorate/Department: Occupational Health**

Headings	Essential	Desirable	Means of Assessment	Interview Comments Name of Candidate:
Physical requirements of the post	sickness absence should not exceed more than 4 occasions in the past 12 months of employment (or previous employment)		Interview, references	
Qualifications training required	Medical degree MBChB or equivalent. Specialist qualification MFOM or FFOM or equivalent.  Should be on the Specialist Register of the GMC as an Occupational Health Physician or give official confirmation of the date of their CCT which should not be more than 6 months from the date of the interview.  Evidence of continuing professional development.  Evidence of engagement in the appraisal and revalidation process	MSc or MD in Occupational Medicine.	CV	
Previous or relevant experience necessary	Experience in working with the multi-disciplinary management of an OH team.  At least 1 years' experience of Occupational Health in the NHS.  Some experience in Occupational Health in a non-NHS environment.	Experience in respiratory medicine, psychiatry, dermatology or rheumatology  Breadth of experience within any outside speciality	CV and interview	
Aptitudes and skills required	Appropriate level of clinical knowledge. <ul style="list-style-type: none"> <li>• Knowledge and application of up to date evidence based practice.</li> <li>• Understanding of clinical risk management.</li> </ul>	Track record in supporting and delivering education in OH e.g. teaching undergraduates, involvement as a specialty training supervisor, experience as a Regional Specialty Adviser,	CV and interview	

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	<p>Excellent written and verbal communication skills.</p> <ul style="list-style-type: none"> <li>• Evidence of the ability to communicate with clients, customers, patients, colleagues and staff at all levels.</li> <li>• Ability to work constructively in a team environment.</li> <li>• Group presentation skills.</li> <li>• High quality of written English language to enable clear and concise report and policy writing. Efficiency in verbal dictation</li> </ul> <p>Ability to share in leading the service towards its strategic aims.</p> <ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• Problem solving skills.</li> <li>• Ability to apply managerial and professional theory.</li> <li>• Leadership.</li> <li>• Negotiating and influencing skills.</li> <li>• Team building skills.</li> <li>• Demonstrate use of initiative.</li> <li>• Knowledge of Clinical Governance on OH services, including SEQOHS standards</li> </ul> <p>IT skills</p> <ul style="list-style-type: none"> <li>• Proficient in use of Microsoft Office</li> <li>• Experience of using OH records management systems (e.g. COHORT or OPAS)</li> </ul>	<p>Sound knowledge of Government health initiatives and ability to translate aims into practical actions.</p> <p>Active membership of relevant professional associations.</p> <p>Interest in and up to date knowledge of research.</p> <p>Political astuteness and awareness of important current influences on the specialty of occupational medicine at national level</p> <p>Knowledge of using electronic databases (e.g. excel, access, or more sophisticated statistical data management and analysis systems)</p>		
<p>Personal qualities</p>	<p>Enthusiastic and ability to inspire enthusiasm in others. Positive approach even in the face of significant challenges</p> <p>Innovative with a strong appetite for change</p> <p>Non hierarchical and inclusive.</p> <p>Strong appetite for multi-disciplinary</p>		<p>Interview</p>	

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	working			
	Supportive and approachable			
Special requirements of the post	<p>Ability to travel to clients not based on the main hospital sites.</p> <p>Car driver/own transport.</p> <p>Ability to work independently as sole OH Physician for the service as well as part of the OH department.</p> <p>To balance needs and individual requirements of employees against those of management and the Trust as a whole.</p> <p>Ability to gain the trust and confidence of colleagues, patients, managers and staff.</p>			
Living the Trust values:	<p>Able to demonstrate behaviours that meet the Trust Values</p> <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>		Application and interview	
Outside interests				Appoint: No

If rejecting candidate please indicate main reasons:

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