

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

HEALTH AND WELLBEING MANAGER (OCCUPATIONAL HEALTH CLINICAL LEAD)

VACANCY REF:	SFRS02782
CONTRACT STATUS:	Permanent
GRADE:	9
LOCATION:	Flexible Locations
DEPARTMENT:	Health, Safety, Wellbeing and Assurance, Training, Safety and Assurance
SALARY:	£64,010 - £67,252
HOURS:	35
CLOSING DATE:	07 July 2026

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the People Services Resourcing Team by email SFRS.PODVacancies@firescotland.gov.uk.



Blue Light Together

THE SCOTTISH FIRE AND RESCUE SERVICE

The Service was established on 1 April 2013, bringing together the collective skills and experience from across Scotland's previous eight Fire and Rescue Services.

Now, as national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the link detailed below:

[Service Delivery Areas](#)

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Response and Resilience, People and Organisational Development, Prevention and Protection.

Our high service standards have demanded an ever-increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

BENEFITS

A career in the SFRS is wide and varied. As well as excellent learning opportunities, working with us you can expect:

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a work life balance
- Excellent training, development and career progression opportunities
- Generous leave entitlement that increases with service
- Wide range of employee benefits available to you and your family including the Firefighters charity/Family Support Trust
- Access to 'mylifestyle' for saving/discount schemes, including tax savings through our salary sacrifice schemes
- Access to gym facilities and health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place

SCOTTISH FIRE AND RESCUE SERVICE

JOB DESCRIPTION

JOB TITLE:	Health and Wellbeing (Occupational Health / Clinical Lead)		
DEPARTMENT:	Health, Safety, Wellbeing and Assurance – Health and Wellbeing		
RESPONSIBLE TO:	Deputy Head of Function – Health and Wellbeing	GRADE:	9
		JOB FAMILY:	Service Manager Level 3

Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.

ROLE OVERVIEW

The Health and Wellbeing Manager (Occupational Health / Clinical Lead) is responsible for the delivery of the Occupational Health Service within the Scottish Fire and Rescue Service. The role will develop and implement initiatives to support the provision of an effective Health and Wellbeing Service.

The postholder is responsible to the Deputy Head of Function (Health & Wellbeing) and will manage the Occupational Health team to ensure effective service delivery across all SFRS areas throughout Scotland.

KEY CONTACTS

- Managers and Staff within the Health, Safety, Wellbeing and Assurance Directorate.
- Managers and colleagues throughout SFRS
- Employees at all levels in providing specialist advice and guidance
- Relevant external enforcing authorities/bodies
- Relevant external professional governance agencies/ bodies
- Relevant sector specific professional agencies/bodies
- External service providers and contractors

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To work autonomously to lead the development and implementation of a professional Health and Wellbeing - Occupational Health (OH) Advisory Service to SFRS.
- To support the Deputy Head of Function (Health and Wellbeing) in the development and implementation of the Wellbeing strategy; policies, supporting procedures and practices to ensure that the SFRS applies best practice and complies with relevant health, safety, and wellbeing legislative requirements.

- Lead the development, monitoring and reviewing of Wellbeing Policies, Clinical Governance arrangements and standards, to promote a positive health and wellbeing culture.
- To identify, assess and determine the pre-placement health assessment needs for all staff groups, determining fitness for role and initiating any baseline health surveillance programmes.
- To identify, assess and determine the Services' health surveillance programme requirements as identified by risk assessment to ensure legal compliance. In addition, to undertake such health surveillance or fitness for work programmes in line with clinical guidelines and legislation e.g. Spirometry and Audiometry.
- To be responsible for the delivery of Lead Practitioner activities and Nurse led clinics, including the triaging of cases from management referrals, dealing with complex cases and progressing onward referrals where required.
- To make final and determining specialist decisions, including those relating to the most complex cases, on fitness for work, which may include information on reasonable adjustments, phased return to work or redeployment in line with relevant legislation and advise managers accordingly.
- To make final and determining specialist decisions, including those relating to the most complex cases, on employee's medical fitness for general and specialist duties either at recruitment, transfer or after sickness absence and advise accordingly. To be responsible for delivering professional standards and ensuring evidence-based practice, in line with clinical guidelines and current/emerging research.
- To implement a vaccination programme and blood immunity checks for identified groups as required.
- To carry out Wellbeing activities in line with Directorate priorities and objectives to ensure effective service delivery.
- To ensure appropriate recording, confidentiality and correct management of relevant information and documentation in accordance with relevant legislation and clinical guidelines and standards.
- To undertake and lead on Health and Wellbeing projects and initiatives, including developing procurement specifications and business cases and managing contracts with external providers.
- To lead and manage the activities of the Lead Health and Wellbeing Practitioners (OH) and administrative staff across SFRS, and ensure their compliance with OH related legislation, Approved Codes of Practice and Guidance.
- To support the implementation of OH surveillance and recall systems according to relevant legislation and clinical guidelines.
- To support the effective implementation of the routine medical programme for operational employees/other employee groups.
- To lead projects relating to health awareness, occupational hygiene, and risk management in order to promote a proactive approach to wellbeing within the working environment.
- To lead the collation/production of performance indicators/statistics/reports and associated trends in line with the requirements of SFRS performance reporting arrangements.
- To liaise with SFRS managers to provide specialist advice and guidance to enable them to promote a healthy, safe and productive approach to work.
- To represent the Service on relevant professional groups, networks, and forums, such as the National Fire Chiefs Council (NFCC) Occupational Health Network Group.
- To lead and develop wellbeing activities across SFRS in line with the Mental Health and Wellbeing Strategy.
- To maintain registration as a Specialist Practitioner (OH) and to undertake relevant professional development activities in order to comply with the NMC requirements

MANAGEMENT RESPONSIBILITIES

- To ensure the effective management of all employees within their area of responsibility in accordance with the Scottish Fire and Rescue Service's policies.
- To manage effectively all resources such as equipment and other assets.
- To recruit, lead, develop and manage the performance of employees within area of responsibility.
- To ensure that all employees within area of responsibility are provided with the training and development required to enable them to carry out their role to the standards required.
- Maintain a comprehensive knowledge of their professional area of expertise including keeping abreast of new legislation, changes to working practices and be able to develop policies and processes which deal with these emerging issues.
- To represent the Scottish Fire and Rescue Service at appropriate external events and meetings in accordance with the remit and status of the post.
- Ensure arrangements are in place to support the development and preparation of reports, statistics, key performance indicators and other management information as directed by the Deputy Head of Function (Health and Wellbeing).
- To ensure that the Health and Wellbeing Services and performance is regularly monitored, and continuous improvement achieved.
- To develop and maintain good working relationships including liaising with other managers, employees, external bodies and agencies.

ADDITIONAL INFORMATION

Essential Criteria

- Registered Nurse (RN) with post registration experience
- Diploma/Degree in Occupational Health/Public Health with demonstrable experience in a related managerial role
- Previous experience in a senior clinical role
- Demonstrable experience in making complex clinical decisions
- Proven complex case management experience with report writing skills
- Competent in Clinical History Taking and Physical Examination
- Knowledge of current and emerging health, safety and other relevant legislation and clinical guidance; as well as the ability to assess the impact within a health and wellbeing environment
- Experience of developing and implementing Health and Wellbeing policies and procedures
- Experience of delivering health surveillance programmes
- Experience of gathering and analysing data and information and the preparation of reports
- Ability to work on own initiative, exercise judgement to inform decision making
- Effective communication skills and the ability to influence a range of stakeholders
- Effective planning and organisational skills
- A commitment to CPD
- The postholder is required to attain and maintain PVG Scheme membership in relation to carrying out regulated work with protected adults
- Driving licence and the ability to travel throughout the Service, including the requirement for working outwith core hours and overnight stays, as required.

Desirable Criteria

- Experience of planning and undertaking health promotion activities
- Experience of representative body partnership working/stakeholder engagement
- Experience of managing clinical teams
- Experience in leading and managing projects

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures

TERMS AND CONDITIONS

JOB TITLE	Health and Wellbeing Manager (Occupational Health Clinical Lead) Training, Safety and Assurance
LOCATION	Flexible Locations
CONTRACT STATUS	Permanent

HOURS OF WORK

This is a full-time post however applications from individuals seeking to work on a part time, job share, or flexible working basis would be considered.

The standard working week for support staff posts is 35 hours.

The standard work pattern for support staff is as follows;

Monday – Thursday 0845 – 1645

Friday 0845 – 1530

There is a 45 minute unpaid lunch per day.

In order to maintain service delivery until 1645 on Fridays, your work pattern may be adjusted locally to provide this cover within your Directorate or Section. This arrangement is based on any rota applicable within your workplace.

PAY

The salary range for this role is £64,010 - £67,252.

Salary on appointment will normally be on the bottom point of the salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

PENSION

This post is pensionable.

His Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Local Government Pension Scheme](#)

ANNUAL LEAVE

The standard annual leave entitlement for full time employees is 28 days, rising to 34 days after 5 years continuous service. Additional leave will commence in the leave year following completion of 5 years' service.

PUBLIC HOLIDAYS

There are 6 fixed public holidays, designated by the SFRS for support staff.

THE SELECTION PROCESS

ONLINE APPLICATION

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

SHORTLISTING & INTERVIEW

Hiring Managers have autonomy to conduct selection processes and interviews for this role as they feel appropriate, linked to the needs/requirements of the role and how important our culture is within the Scottish Fire and Rescue Service. This may be competency-based and include a discussion on your CV and the role applied for. To help you perform at your best during our selection process, you should review the behaviours and expectations outlined in the Job Description and reflect on how you have demonstrated these in your previous roles. In particular, we encourage you to reflect on how your experience aligns with the Scottish Fire and Rescue Service values of Safety, Teamwork, Respect and Innovation in your day-to-day work as these values underpin everything we do and are central to effective performance within the Service. Preparing thoughtful, well-evidenced examples in advance will help you present yourself confidently and effectively throughout the selection process.

ROLE SPECIFIC ASSESSMENT

The SFRS endeavor to identify and select the best candidate for each role and use assessment tools e.g. Psychometric tests or practical exercises such as presentations or a written exercise, to offer further objective information about a candidates' abilities in relation to the role applied for.

The tests give a measure of your strengths/limitations. Research has shown that people who do well in these tests go on to do well in the job itself.

For further help and preparation tips relating to psychometric tests, you can click on the following link, where you will be able to practice different types of ability and personality tests; [Practice Tests](#). Alternatively, you can do a Google search for different types of tests.

As you progress through the selection process, you will receive more detail about any tests you may be asked to complete.

OFFER

If successful we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks: -

→ Confirmation of Right to Work in the UK

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ Medical

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both are subject to approval from our Health and Wellbeing Team.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ Receipt of satisfactory references.

When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ Criminal Record Check

Dependent on the nature of the post, it may be necessary to undertake a criminal record check. This may be a standard, enhanced or PVG disclosure. The SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at www.mygov.scot.

Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.

DISABILITY

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

As a corporate parent, SFRS have also introduced a Guaranteed Interview scheme for care experienced people. Irrespective of other criteria, such as age, the disclosure of a care experienced background would automatically move an applicant from application stage to interview stage where the candidate meets the essential criteria for the role.

DIVERSITY MONITORING

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity questionnaire will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

CARE EXPERIENCED

'Care Experienced' includes anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement. Please complete our online questionnaire when applying for the post confirming if this applies to you.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.