

**Advert text****Occupational Health Service Manager**

The University of Cambridge is one of the largest and most prestigious universities in the UK, employing more than 13,000 staff in a wide range of academic, research and professional services roles. Occupational Health is central to meeting the University's legal responsibilities and its commitment – under its People Strategy – to staff health and wellbeing. It is responsible for the provision of occupational health services and strategies for the prevention of ill health, and promotion of health and wellbeing amongst University staff, including postgraduate / research staff, and some undergraduate student groups, i.e. medical, veterinary and PGCE (teaching) students.

This is an exciting time to be joining the University as Occupational Health prepares to move into new purposely designed accommodation early in 2027.

**The Role:**

Meeting these needs requires effective leadership of Occupational Health by a professional and experienced Occupational Health Nurse (the Service Manager), ensuring a high standard of service delivery compliant with clinical practice and standards. The Occupational Health Service Manager leads and oversees provision of occupational services to the University, directing a team of nine occupational health professionals (nurses, advisors and technicians), working alongside five contracted NHS Doctors, and externally contracted clinicians, in addition to close working with other University departments such as the Safety Office, Human Resources and Staff Counselling.

The Service Manager has overall responsibility for delivery of occupational health services that meet the requirements of the University, including statutory requirements under health, safety and employment law, and to help maintain the health and wellbeing of the work force so they can work effectively and to the best of their ability, ensuring that health related problems are effectively managed.

**About You:**

To be successful in this role, you must join us with:

- Senior management experience in Occupational Health Services within a large organisation, with demonstrable people management and leadership skills.
- Experience with case load management, referral work, and health surveillance / health screening programme management.
- Comprehensive knowledge of Health, Safety, Occupational Health, and Employment Law.
- Excellent organisational, business planning and communication skills, ability to work under pressure, to act with tact and discretion.
- Proven ability to engage and collaborate with key stakeholders, peers, senior management and staff.
- An adult nursing qualification, plus post graduate qualification in Occupational Health.

This is a permanent role based in-person in the centre of Cambridge.

Interviews will take place in Cambridge on Tuesday 7<sup>th</sup> April.

If you would like to informally discuss this role, please contact John Dalton at: [john.dalton@admin.cam.ac.uk](mailto:john.dalton@admin.cam.ac.uk)

# Occupational Health Service Manager

## [Occupational Health]

[Sunday 8<sup>th</sup> March]  
Job Reference: AS48562



# Occupational Health Service Manager

**Salary:**

£63,606 - £67,468

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**

Occupational Health

**Responsible to:**

Head of Staff Support Services

**Working Pattern:**

Full Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

**Purpose of the role**

The Occupational Health Service Manager leads a team of nine specialist Occupational Health practitioners for the provision of Occupational Health services to all University staff members, postgraduate students, and identified student groups: PGCE, medical, veterinary. The purpose is to devise, oversee and run occupational health services that meet the requirements of the University, including statutory requirements, help maintain the health and wellbeing of the work force to ensure they can work effectively and to the best of their ability. The Occupational Health Service Manager is a professional and experienced Occupational Health Nurse accountable to the Nursing and Midwifery Council (NMC) for clinical practice. They will implement and drive Occupational Health policies and services to achieve compliance and mitigating the risk of work-related ill health.

In addition to managing the service, the role holder liaises with other University departments such as Staff Counselling Service, the Safety Office, Human Resources and Equality and Diversity, to promote the health and wellbeing of the

staff and postgraduate student community. The role holder is expected to be aware of all current legislation that affects and informs the delivery of this service. The Service Manager is also expected to liaise with external agencies and to support and enhance the reputation of the University in the provision of occupational health services.



## Key responsibilities

- **Provision of Occupational Health Services to the University**

In conjunction with the Head of Staff Support Services, initiate and plan the provision and strategic development of an occupational health service to staff and postgraduate students at the University, preventing work associated ill health, promoting health at work, and, alongside the Safety Office, to ensure the work environment is safe. They will also ensure provision of occupational health services to some undergraduate student groups, i.e. medical, veterinary and PGCE cohorts.

- **Service Delivery Management**

With the support of the two Deputy Service Managers and the Operations Manager, oversee all aspects of the service delivery, including employee and student referrals, waiting list management, consultation to managers and the designing and delivery of workshops and training sessions. Manage the service to meet all demands including provision of all statutory health and safety services including health surveillance, student groups, and an occupational vaccination programme.

- **Liaison with University Departments and Support Services**

Work collaboratively with other staff support services including Staff Counselling, Human Resources, the Safety Office, Equality and Diversity and Learning & Development to promote Occupational Health services, relevant legislature and statutory health and safety requirements for the maintenance of physical and mental wellbeing in the workplace. Maintain collaborative working relationships with academic departments and student support services, for example the Disability Resource Centre, and external agencies, for example Access to Work, as required.

- **Oversight of Occupational Health Referrals**

Work alongside contracted Occupational Health Physicians in provision of an effective referral programme, referring patients onto more specialist support options including the Staff Counselling Service, physiotherapists, and specialist consultants or psychologists, and supporting managers and Heads of Department with implementation of recommendations including phased return to work and reasonable adjustments. Respond to queries from managers and HR about specific cases.

- **Staff Management and Team Leadership**

The role holder has line management responsibility for the two Deputy Service Managers. They will lead the team of nine clinical staff comprising nurses, technicians, and occupational health advisers, ensure that the organisational culture and working relationships support the needs of clients and staff, and adherence to local and University policy and procedures. They will ensure Professional Development opportunities are provided within the ethical framework of the Nursing & Midwifery Council (NMC) guidelines and monitor performance and caseload of all Occupational Health Advisers and other clinical staff (and contracted Consultants for example).

- **Risk and Records Management**

Ensure all Occupational Health Advisers and administrative staff work within the legislation remit for the General Data Protection Regulations (2018) and other relevant Health and Safety legislation.

- **Professional Accreditation and External Liaison**

Maintain professional accreditation to NMC standards including maintenance of service quality and continual service improvement through regular clinical casework; up to date knowledge of legislative/statutory requirements and best practice.



# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Senior management experience in Occupational Health Services within a large organisation	✓	
Experience of leadership and staff management	✓	
Experience of business planning, organisational development and change management	✓	
Experience with case load management, referral work, health surveillance / health screening programme management	✓	
Experience and excellent working knowledge of patient management systems such as OPAS G2 and CORITY	✓	
Experience of working in the higher education sector		✓
<b>Skills</b>		
Comprehensive knowledge of Health, Safety, Occupational Health, and Employment Law	✓	
Excellent people management skills, able to lead teams effectively	✓	
Excellent communication skills, including influencing and presentation	✓	
Excellent organisational skills, able to work under pressure with willingness and flexibility	✓	
A high degree of discretion, tact and medical confidentiality	✓	
Proficient user of Microsoft Office (Word, Excel, Outlook, Teams etc.)	✓	
Experienced in management, use and application of databases		✓
<b>Qualifications</b>		
An adult nursing qualification, plus post graduate qualification in Occupational Health.	✓	
Registered specialist Community Public Health Nurse – Occupational Health		✓

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	A
Communication	B
Innovation and Change	B
Negotiating and Influencing	B
People Development	B
Relationship Building	A
Strategic Focus	B

# Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# The Department

**The Occupational Health Service is part of Staff Support Services alongside Staff Counselling and Wellbeing which sits within the Health, Safety and Regulated Facilities Division of the University's Unified Administrative Service. Occupational Health is responsible for the development of Occupational Health strategies for the prevention of ill health, and promotion of health and wellbeing amongst University staff, including postgraduate / research staff and some undergraduate student groups, i.e. medical, veterinary and PGCE (teaching) students.**

Occupational health consists of a team of ten occupational health professionals (nurses, advisors and technicians) as well as five contracted NHS Doctors, and externally contracted clinicians. The service receives ~1000 referrals per year and allocates ~12,000 appointments per year, in addition to a high volume of health screening and surveillance activities across all staff and some student cohorts

This involves delivery of services to ensure compliance with the University's statutory requirements under health, safety and employment law; to protect employees' health at work and ensure that health related problems are effectively managed. This relies on close collaboration with other departments within the University to deliver this aim; as well ensuring the implementation of strategies, policy and clinical governance to meet professional requirements and those of the University. Demand on the service is high, and continues to grow.

## Key information

The department is located in central Cambridge and in early 2027 will be moving to new purposely-designed accommodation.

Occupational Health is central to meeting the University's legal responsibilities and its commitment – under its People Strategy – to staff health and wellbeing. Meeting these needs requires effective leadership of Occupational Health by a professional and experienced Occupational Health Nurse (the Service Manager), ensuring a high standard of service delivery compliant with clinical practice and standards.



# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are 37.5 hours per week, working Monday – Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the

right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

### Screening Checks:

This role requires an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check. Whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.



# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

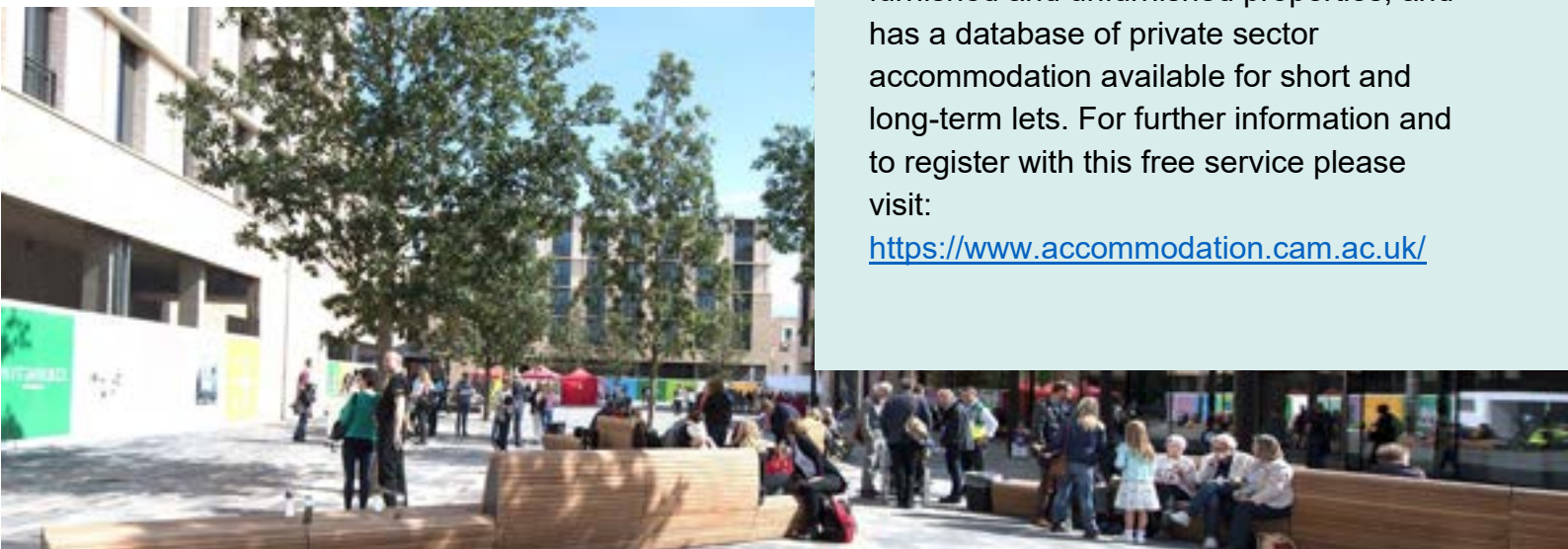
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>





# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: John Dalton

**Email:** [john.dalton@admin.cam.ac.uk](mailto:john.dalton@admin.cam.ac.uk)

If you have any queries regarding the application process, please contact:

**[[HSRFHR@admin.cam.ac.uk](mailto:HSRFHR@admin.cam.ac.uk)]**

The closing date for applications is: 8<sup>th</sup> March 2026

The interview date for the role is: 7<sup>th</sup> April 2026

