

Job Description



OCCUPATIONAL HEALTH SERVICE

Job title	Consultant Occupational Health Physician
Division	University Administration and Services (UAS)
Department	Occupational Health Services
Location	10 Parks road, Oxford, OX1 3PD
Grade and salary	Grade E82: £76,761 - £103,490 per annum, Pro rata (Dependent on experience)
Hours	Part time (22.5 hours / 0.6 FTE)
Contract type	Permanent
Reporting to	Operations Manager
Vacancy reference	

The role

Working closely with your fellow colleagues in the Occupational Health Service multidisciplinary team, the role will require that you apply your professional knowledge and skills to contribute to delivering a comprehensive and effective occupational health services ensuring that high professional and quality standards are maintained on a consistent basis and in line with best practice.

Responsibilities

- Actively involved in the provision of occupational health advice and guidance to managers and employees.
- Manage a clinical caseload and provide occupational health advice on complex cases. At least 60% of the day to day work will be face to face clinical assessments producing evidence-base OH advice on complex cases.
- Participate in the provision and organisation of a comprehensive health surveillance programme.
- Communicate and collaborate with OH colleagues, stakeholders and customers to support excellent management of employee health and work issues (including workplace visits)
- Provide support and training for other clinicians in the multidisciplinary OH team and customers.
- Contribute to the development and updating of training materials and delivery of training about OH for managers, employees and for OH colleagues.



- Contribute to internal audits and a continuous program of review and improvements as directed by the Operations Manager
- Participate in clinical governance arrangements for the Occupational Health service team and support the process to achieve SEQOHS accreditation.

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.

Additional security pre-employment checks

This job includes the following duties which will require additional security pre-employment checks:

- One to one consultations with sometimes vulnerable staff members
- Entering sensitive areas of the university to carry out workplace assessments
- A satisfactory enhanced Disclosure and Barring Service check due to [regulated activity involving child and adult work force sometimes with 'at risk' adults
- University security screening (eg identity checks inclusive of current GMC medical register conformation)

Selection criteria

- MFOM / FFOM and be on the General Medical Council register as a specialist in occupational medicine and up to date with the revalidation and appraisal.
- Ability to work effectively with others to facilitate the team approach to multi-disciplinary collaboration between the occupational health services and allied professional groups, including Personnel and Safety professionals, equality and diversity advisors and external clients
- Committed to professional development both individually and to the wider Occupational Health team
- Well-developed interpersonal skills
- Flexible and innovative approach to delivering high quality professional service
- A pragmatic approach to solving problems
- Able to communicate effectively by oral and written methods throughout an organisation at all levels
- Comprehensive understanding and application of the legal and ethical framework applicable to occupational health work particularly confidentiality, GMC guidance, COSHH and other HSE regulations, GDPR and the Equality Act
- Sound commercial awareness and thinking
- IT literate – ability to use and be efficient with IT, knowledge of Microsoft Office, Excel and Outlook

Desirable selection criteria

- Previous professional experience in the Higher Education arena

- Previous experience in the SEQOHS accreditation process
- HSE approved Doctor status
- Previous professional experience in the Higher Education arena

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Occupational Health Service

The University of Oxford Occupational Health Service is an in-house service providing occupational health for this world-class research and teaching institution.

The work undertaken is diverse and as such, this is a stimulating and varied occupational health consultant role. The service delivers a large health surveillance programme for employees working with many different occupational allergens, as well as surveillance for work with other hazards. It supports the entry requirements of a medical school and PGCE training programme and runs a busy travel clinic for university employees and medical students travelling as part of their role or studies. Our clinical team of Physicians and Occupational Health Nurses provides advice to the organisation on all aspects of workplace health.

We have house counselling and physiotherapy service. The service is working towards achieving SEQOHS accreditation

For more information please visit: <http://www.admin.ox.ac.uk/uohs/>

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care

(www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits