

JOB DESCRIPTION

JOB DETAILS

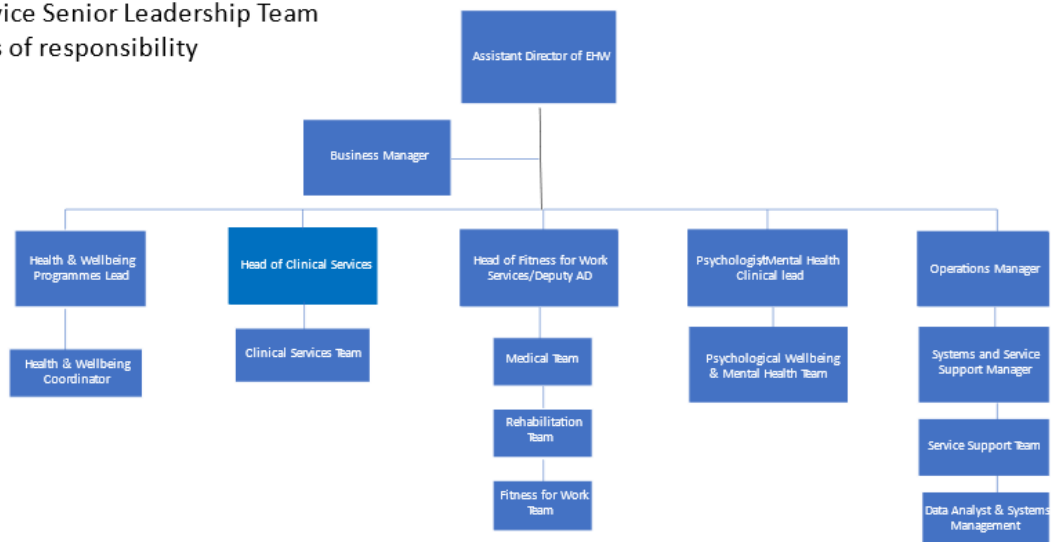
Job Title:	Employee Health and Wellbeing Service: Occupational Health Clinical Lead for Fitness For Work Services
Division	Corporate
Base:	Based at Oxford Road Campus with regular travel across all MFT sites
Hours:	37.5 per week
Band:	8b

ORGANISATIONAL ARRANGEMENTS

Reporting to:	Assistant Director of Employee Health and Wellbeing
Accountable to:	Associate Director of Employee Health and Wellbeing
Responsible for:	The leadership, operational management and clinical lead for: <ul style="list-style-type: none">• Fitness for Work Team• Rehabilitation Team• Medical Team• Covid-19 Response Team

Organisation Chart

EHW Service Senior Leadership Team
and areas of responsibility



JOB PURPOSE

Clinical lead and senior leadership role for Employee Health and Wellbeing Fitness for Work Services. Responsibility for the operational management and direct delivery of clinical occupational health services (including case management/fitness for work services, rehabilitation services, medical services and covid support) whilst working closely with the Assistant Director of EHW and other members of the senior leadership team. Nominated deputy for the Assistant Director Employee Health and Wellbeing.

MAIN DUTIES AND RESPONSIBILITIES

1. Planning and Organising – Management of Services (including HR responsibilities)

- Reviewing and developing Employee Health and Wellbeing (EHW) Services to provide the organisation with effective and cost efficient specialist resources, this involves the management of complex activities and may involve the adjustment of plans as required.
- Evaluating and monitoring the effectiveness of specialist services which the role has senior responsibility for to ensure maximum return on investment and delivery of effective fitness for work services
- Developing and leading on the introduction of a robust case management process which supports the Workforce Strategy and Health and Wellbeing plans across the Trust.
- Working with key stakeholders to support the development of a Trust health and Wellbeing Strategy which optimises employee engagement and enhances employee performance.
- Managing effective & efficient recruitment & selection processes for staff in line with the resourcing strategy
- As nominated lead, provides Quality Assurance by ensuring that the Occupational Health Service maintains external accreditation (Faculty of Occupational Medicine – SEQOHS Accreditation) in line with Department of Health Standards.

- Responsibility for managing and monitoring the relevant aspects of the EHW budget as budget holder, ensuring all activity is in line with the budget plan and conforms with planning processes and timescales
- Addressing any complaints or concerns regarding service delivery and reviewing lessons learnt to improve service delivery
- Facilitating and monitoring the appraisal process for EHW team members whilst ensuring the development and training needs of staff are adequately met
- Responsible for the line management of staffing issues effectively and in line with policy and procedures.
- Development of strategic Health and Wellbeing programmes aimed at addressing key employee health issues and costs which also support the implementation of the Public Health Agenda
- Engaging in partnerships with external providers where appropriate to provide best service delivery solutions e.g. insourced services to compliment the EHW proposition
- All management practice to be guided by local and national policies however the post holder is responsible to ensure that these policies are interpreted appropriately.

2. Analysis and Data Management

- Supporting the development of management information systems which enable reporting of employee health data to support a strategic approach to Employee Health and Wellbeing.
- Monitoring, analysing and utilising highly complex employee health data from across the organisation to inform and support health and wellbeing strategies within and across the Organisation.
- Maximising the use of technology to improve systems, processes and services provided to internal & external clients
- Providing highly complex management data and specialist information for inclusion in Board papers and reports as required

3. Research Development and Audit

- Implementing National Guidance and best practice approaches in relation to rapid access to treatment services for NHS staff
- Ensuring that the occupational health practices are compliant with NHS standards, completing audits, reports and action plans as required
- Responsibility for EHW's participation in national and local EHW Audits. Providing feedback to the EHW Senior Management Team on results and outcomes.

4. Partnership Working/Service Development

- Leading on the development of new policies, procedures and practices, in relation to Occupational Health and Employee Health and Wellbeing, which are consistent with employment legislation, codes of practice, local and national policies, revising and updating

existing policies & procedures where necessary which will be implemented at group level throughout the organisation.

- Supporting external client opportunities (Private Sector or NHS) to enable increased income generation for the EHW Service and/or HR. Providing senior oversight and clinical governance/assurance to external clients, ensuring that service delivery meets their needs and is in line with agreed SLA and KPIs.
- Leading the development and implementation of EHW/HR policies and procedures
- Supporting on-going professional development for HR & OD colleagues
- Developing and coaching the organisation's HR & managers to be self-reliant where possible
- Maximise opportunities to generate income or collaborate with partners to reduce costs
- Working closely with other key stakeholders when generating plans and solutions to ensure all processes, systems, policies and programmes are fully integrated, aligned and fit for purpose

5. Communication and Leadership

- Supporting the Assistant Director of EHW in building and developing a fit for purpose EHW team, capable of delivering strategy.
- Working with the Senior Leadership Team to support the achievement of Corporate Objectives.
- Working with the Senior Leadership Team to support cost efficiency programmes aimed at reducing employee health costs and increasing productivity and efficiency of staff.
- Supporting the Assistant Director of EHW in the effective implementation of attendance management policies. Ensuring the EHW provides services that have a positive impact on reducing absence costs whilst providing specialist OH advice to managers and employees.
- Working in partnership with key stakeholders to ensure that the Organisation has a positive image within the Trust, focusing services on value added activities and providing clear evidence of return of investment. This may involve giving key presentations to senior staff and external clients/ stakeholders.
- Representing the Trust on external forums and whenever possible taking advantage of showcasing MFT for best practice e.g. Growing OH Trailblazer Programme
- Responsible for working alongside other disciplines e.g. HR & OD, Health and Safety, Risk and Infection Prevention colleagues to develop and implement effective policies and procedures aimed at reducing risks and complying with legislative requirements
- Advising on highly complex, sensitive or contentious issues in relation to Occupational Health where there could be barriers to acceptance and/or understanding, whilst using persuasive and motivational skills to influence, gain co-operation and engagement from colleagues
- Represent the Trust at local, regional and national events, as appropriate

GENERAL

In addition to the duties and responsibilities listed, the post holder may be required to perform other duties to facilitate the smooth running of the service. This job description is intended as a guide to the main duties and responsibility of the post holder and will be reviewed regularly to take account of changes within the service.

CORPORATE DUTIES

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they encounter and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and speculate accordingly in line with the Trust Child and Adult Safeguarding Policies.

Any post deemed to have regular contact with children and/or vulnerable adults will require a Standard/Enhanced* DBS (Disclosure and Barring Service check).

Equality and Diversity

At MFT Diversity Matters, and the trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all posts within the trust is that each individual take responsibility for promoting an inclusive and accessible service provision, staff development and a culture that values and respects difference.

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

Effort & Environmental Factors:

Physical Effort

- Standard Keyboard skills in order to undertake the role
- Long periods of looking at computer screen and desk work
- Occasional walking and lifting of office materials and equipment

Mental Effort

- Periods of intense concentration for analysing complex data, writing reports, preparing policy documents, interpreting national strategies and other documents.
- Facilitation of meetings, events or programmes to support achievement of strategic objectives
- Frequent interruptions from telephone and email communications
- Frequently required to work to deadlines and respond to work needs at short notice

Emotional Effort

- Dealing with potentially complex and challenging staffing issues as a line manager
- Dealing with sensitive issues requiring emotional support e.g. career counselling, competence/capability issues

Working Conditions

- Office environment
- Occasional driving to meetings or event

Person Specification

Job Title: Occupational Health Clinical Lead for Fitness For Work Services (band 8b)

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Current NMC registration: First Level Registered Nurse. Specialist OH Practitioner registration (Part 3 or equivalent)</p> <p>Educated to Masters standard or equivalent</p> <p>Continuing professional development and clinical practice</p>	<p>Recognised teaching qualification and mentoring experience</p> <p>Management qualification</p>
KNOWLEDGE	<p>Knowledge of effective evaluation and improvements for EHW provision</p> <p>Knowledge of relevant legislation relating to OH, HR, Risk Management and Health and Safety</p> <p>Strategic delivery of Employee Health and Wellbeing programmes</p>	<p>Knowledge of current issues within the NHS</p>
TRAINING AND EXPERIENCE	<p>Proven track record of senior management experience in OH</p> <p>Proven experience in dealing with complex, sensitive and challenging situations</p> <p>Broad range of OH expertise in NHS and/or Private Industry</p> <p>Proven team management experience</p> <p>Evidence of establishment and maintenance of relationships with external suppliers and contractors including managing performance and value for money</p> <p>Experience of developing, monitoring and reviewing new and existing OH policies to meet the changing needs of organisations</p> <p>Evidence of implementation of policies, procedures and developing good practice across organisations</p>	<p>Experience of internal stakeholder engagement</p>

	<p>Experience of developing and managing EHW processes during periods of large scale change</p> <p>Experience of providing coaching and leadership to senior managers to improve EHW</p> <p>Experience of contract management and income generation</p> <p>Experience of leading on SEQOHS Accreditation</p>	
SKILLS AND ABILITIES	<p>Leadership</p> <p>Relationship building, influencing and negotiating</p> <p>Analysis and decision making Leading a strategic approach to EHW in a large organisation</p> <p>Results and quality orientation Organisational and strategic perspective</p> <p>Large scale Planning & Organising skills</p> <p>Excellent interpersonal and Communication skills</p> <p>Proficient with Microsoft Office Packages</p> <p>Ability to work within a broad multidisciplinary team</p> <p>Ability to maintain confidentiality</p> <p>Ability to undertake operational planning to ensure service delivery is in line with service delivery model</p>	Strong analytical skills and ability to consider the wider picture.
ATTRIBUTES	<p>Honest.</p> <p>Open minded, treats colleagues with dignity and respect.</p> <p>Capacity to work with clinicians and staff at all levels.</p> <p>Exemplary personal standards of</p>	

	<p>conduct and behaviour.</p> <p>Inspires others and leads by example.</p>	
OTHERS	<p>Mobility to travel across sites.</p> <p>Can use constructive criticism and openly seeks to review and reflect on own style and presentation.</p> <p>Resilient and self-motivated with drive and vision, a can do attitude and is able to work on own initiative and manage a range of priorities against competing agendas.</p>	