



Director Of Occupational Health Services

Recruitment Pack

ThriveWorldwide



Hello!

Thank you for exploring working with us.

We support organisations that work to make the world a better place. People are of course at the heart of every organisation, and so our work focuses on nurturing organisations that really care for their people.

One of our growing teams at Thrive, is our Occupational Health team. A particular area of growth has been with churches and faith based institutions across the UK. We are looking for a Director of Occupational Health Services passionate about people and organisations thriving to lead this growing department.

If you would like to use your skills, experience, creativity and perspective to support individuals, teams and leaders from our 300 client organisations to thrive, then please do read on.

If, as you read this pack, you feel you might be a good fit, I would love to hear from you.

Yours sincerely,

Leanne Marega
CEO, Thrive Worldwide

About Us & Our Clients

We have a bold vision to facilitate cultural transformation so that thriving is the norm for people and organisations around the world.

We do this by delivering health, wellbeing and leadership services. We work with a wide variety of clients, approximately 300 organisations from global INGO's to UK based churches.

To achieve our vision, we have developed an exciting and insightful Individual Thriving Model and an Organisational Thriving Model. These models, both based on 9 principles, guide us in how we design, work and approach thriving for ourselves and clients.

We regularly hold spaces for our team to reflect, discover, discuss and examine what these principles mean.

We have a fabulous community behind Thrive, making what we do possible. Building a connected and collaborative team, where each person finds belonging is really at the heart of Thrive.



Key Information

Job Title	Director of Occupational Health Services
Location	We require you to be a UK based Occupational Health Physician. The role will be mainly work from home.
Travel included	Yes - Within the UK
Working hours	2-2.5 days per week. Tuesday needs to be a working day. Further hours may be available for delivery of clinical or facilitation services.
Rate of Pay	£80,000 pro-rata
Teams	Occupational Health Team, Extended Leadership Team Wider Medical Team
Accountable To	Chief Clinical Officer
Accountable For	Occupational health associates
Key Relationships	CEO, Finance Director, Director of Individual Thriving, Director of Organisational Thriving, Director of Psychosocial & Wellbeing Services, Operations Team and other members of the Extended Leadership Team.



The Role Purpose

You will be responsible for the excellent delivery of Thrive's OH services to our wide client base including Churches, NGOs and businesses. Alongside leading the delivery of the service, you will also be responsible for strategically developing, refining, improving and growing the service working together with other colleagues. You will also be responsible for leading, growing and cultivating, what is already, a fantastic community of occupational health physicians.

This role will be forward thinking and one of a thought leader. From showcasing Thrive trends to the industry, keeping abreast of topical issues, forecasting issues in the various workplace settings we influence, to speaking at events and writing regular thought pieces. This will also include creating and facilitating opportunities for your team members in specific areas of interest to them as well.

Finally, as part of our Extended Leadership Team (ELT), this role is required to be aligned to the vision and values of Thrive. Working together with the Executive Team, you will be responsible for co-creating a thriving organisation, and developing and nurturing a psychologically safe environment whereby individuals can thrive at work. The ELT will support the Executive Team in interpreting and delivery of the strategy. This team will provide a space that brings together the contribution of all voices within the various disciplines of the organisation for consideration as decisions are made.



Summary Of Responsibilities

1. To be a member of Thrive's Extended Leadership Team (ELT)
2. To deliver a clinical caseload
3. To have oversight for delivery of Occupational Health Services
4. To strategically innovate and grow the Occupational Health Services
5. To have oversight for the Occupational Health Team
6. To collaborate with other Thrive Teams including the multidisciplinary team and business development
7. To liaise with client organisations
8. To represent Thrive to the wider industry



Pictured: some of our Occupational Health team.

Key Responsibilities & Tasks

1. Be a member of our Extended Leadership Team (ELT)

This is a leadership role within Thrive, and is expected to:

- Provide the ELT, and Executive Team, with expert occupational health understanding of the needs of the sector using specialist knowledge of the theoretical underpinnings of interventions with this client group.
- Provide occupational health leadership to the multi-professional planning, development and marketing of mental health and wellbeing services.
- Role model in a personal and authentic way, to facilitate a thriving culture where team members feel valued, experience joy at work and freedom is encouraged.
- Design, implement, review and improve systems and processes that support the Thrive vision.
- Prioritise team members learning for growth, and encourage innovation and responsiveness to changes
- Engage with / contribute to budget planning, setting costs and managing costs.
- Deliver clear communication to team members, gathering and sharing feedback, listening well and cascading messages that support the purpose and intention of Thrive and in alignment with organisational priorities.
- Provide management direction and professional expertise in unique disciplines.
- Support thrivers' professional and personal thriving and creating a workplace where they experience joy at work.
- Encourage and foster team cohesion and collaboration.
- To be part of Thrive Duty Manager system

2. To deliver a clinical caseload and facilitation

- Carry a clinical caseload within your area of expertise including the provision of occupational health assessments, work health assessments and ill health retirements.
- To provide expert occupational health advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.
- To maintain accurate records, compliant with Thrive's Practice Standards, policies and relevant codes of practice.
- To be responsible for collecting clinical practice and outcome data that contributes to building practice based evidence and service evaluation. To participate in service audits and relevant research projects.
- To design, develop and deliver a variety of webinars, workshops, training, and facilitation on a wider range of subjects using adult learning techniques, embracing technology and the latest evidence based content.

3. Oversight for delivery of Occupational Health Services

- To plan and organise the work of the occupational health service and to contribute to the development and improvement of its provision to best meet Thrive's strategy and priorities.
- Ensuring the clinical services that occupational health associates provide are of a high quality, safe and effective, and meet professional and regulatory standards.
- To embed Thrive's individual and organisational thriving model into the occupational health services, and establish Thrive's standards for delivering services globally.
- To monitor, review, adapt and create relevant procedures and policies together with carrying responsibility for auditing compliance.
- Ensuring occupational health services have the right capacity, diversity and skill mix to meet client demand.
- To contribute to the development, evaluation and monitoring of the services operational policies and services, through the deployment of skills in Quality Improvement, research, service evaluation and audit.

4. To strategically innovate and grow the Occupational Health Services

As a young company we are in a season of growth, ideation and opportunity. This is a strategic role to develop the Occupational Health Services at Thrive and contribute to the overall growth and impact of Thrive.

- To lead on project work including specific areas of Quality Improvement, audit, research or service evaluation.
- To innovate and develop workshops, training or seminars for Thrive's clients
- To utilise theory, evidence-based literature and research to develop further and new evidence based practice in occupational health work.
- To develop annual team plans, co-creating with the team.

5. Oversight for the Occupational Health Team

This role is responsible for a growing network of occupational health physicians.

- Responsible for leading, managing and growing occupational health team including setting of expectations (roles and goals clearly defined) and direction, in alignment with the overall vision, values and strategy.
- Managing the occupational health team and building a community where team members have a sense of belonging, experience growth and work collaboratively.

- To oversee and professionally supervise occupational health team members.
- To ensure all occupational health team members participate in appropriate audit and evaluation of clinical governance indicators and outcomes
- Responsible for ensuring all relevant policies and procedures, including health and safety procedures are disseminated to the team and adhered to.

6. Collaboration with other Thrive Teams

Pamoja (Togetherness) is one of Thrive's values. We work as a multidisciplinary team, where appropriate co-creating organisational client solutions and ways of working together.

- Participate in regular multidisciplinary meetings to learn together and to share best practice.
- To actively participate in Associate meetings, particularly Tuesday check in, Tuesday extended check in.
- To actively participate in relevant management meetings which includes the Extended Leadership Team, and as required other leadership or working groups meeting.

7. Liaising with client organisations

This will be a organisational client facing role, which will include representing Thrive at client meetings, responding to client queries and ensuring we deliver a high-quality occupational health service to current clients.

- Develop actionable metrics for our wellbeing offerings to track engagement, effectiveness, and value to employees and the company.
- Supporting the writing of bids and presenting at pitches.
- Working with the Finance Director and CEO to cost new services.
- Support with the development of organisational client reporting including analysis of trends and providing recommendations

8. Representation of Thrive to the wider industry

A thought leader who contributes personally, and encourages their team to do so as well, to the wider industry to bring about Thrive's vision.

- To work closely with the Head of Communications and CEO to have a strategy for thought leadership for occupational health.
- To contribute to the regular dissemination of research findings, service developments via Thrive publications (e.g. Blogs, LinkedIn, Webinars) and the regular presentation of papers or posters at relevant conferences.
- Keeping abreast of trends and developments in the various sectors Thrive works in, as well as the occupational health industry.
- Collaborating in the design and development of occupational health material and content used by Thrive.

What We're Looking For...

E = Essential
D = Desirable

Qualifications

- E** MBBS or equivalent medical qualification
- E** At least 5 years' experience
- E** Membership to the Faculty of Occupational Medicine (MFOM) or Associateship of Faculty of Occupational Medicine (AFOM)
- E** Full GMC registration and a current licence to practice
- D** Higher degree eg MD/PhD relevant to the speciality

Knowledge

- E** Broad knowledge of Occupational Health in the context of religious / faith based organisations and the not for profit sectors.
- E** Must be able to demonstrate a high level of clinical experience and competence in Occupational Medicine.
- D** Knowledge of research methodology, research design and complex data analysis

Skills

- E** Fluent in spoken and written English
- E** Excellent interpersonal and communication skills - both written and verbal: excellent communicator on the phone/zoom to individuals or groups, and by email.
- E** Strong ability to work professionally with at all levels of client organisations including senior executives and board members
- E** Fluent use of word processing including spreadsheets, presentation packages and G suite, Microsoft Office or IOS packages, Zoom, Clinical Systems, and e-mail tools
- E** Self-motivated with strong business acumen and entrepreneurial skills
- E** Excellent administration and organisational skills with an ability to multitask
- E** Excellent team worker, and ability to work independently
- E** Excellent at solving problems, managing conflict and negotiating skills
- D** Experience of working from home in virtual environment
- E** Strong ability to provide professional advice to senior staff across all disciplines
- E** Strong leadership qualities, resilience and ability to handle ambiguity, risk and uncertainty.

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- E Ability to integrate and manipulate complex data; interpret this information and write comprehensive reports.
 - E Ability to make highly skilled evaluations and decisions; and take a long-term perspective.

Experience of work

- E Proven senior management experience in managing an occupational health team and services in a dynamic organisation.
- E Experience of working with a wide variety of client groups, across presenting problems that reflect the full range of clinical severity
- D Experience of teaching, facilitation and training
- E Experience of leadership roles
- D Experience of working with client organisations including presentations, client meetings, contribution to proposal writing and writing trend reports.

Personal attributes

- E Demonstrated consultative leadership style to promote team cohesion.
- E Have personal values that align with Thrive Worldwide values
- E Demonstrate the ability to be proactive, responsive and work collaboratively
- E Exhibit confidence, enthusiasm, humour and a positive attitude
- E Be culturally sensitive, with an ability to work in multicultural environment
- E Be articulate, diplomatic, and wise



You'll love it here if you...

- Are passionate about thriving and committed to the personal work of thriving as an individual, as well as playing an active role in supporting Thrive to thrive as an organisation.
- Eager to build a multidisciplinary and multicultural community of practitioners who have a sense of belonging, collaboration, fulfilment and freedom in the work they do.
- Have a creative and entrepreneurial spirit to scale the occupational health offering at Thrive, to reach more people and organisation in the pursuit of our vision of making thriving the norm. This vision always starts internally for us at Thrive, before externally with clients.
- Approach your work with excellence, compassion and a perspective that can handle the complexity and challenges that may arise in the course of work we do.
- Are courageous in speaking out truths that can shift atmospheres and change behaviours and norms both with clients, and internally within Thrive.



How to apply

To apply, please email your CV to our people@thrive-worldwide.org. In addition:

1. Please also include a cover letter of no more than two pages setting out:

- What inspired you to apply for this role.
- Why you believe you are an ideal candidate for this role.
- Any other information you think we need to know.

2. Please send us a 1-2 introductory video about yourself.

Applications without a covering letter or video will not be considered. If you are interested in being an associate for our occupational health team please contact people@thrive-worldwide.org for details on our roster.

Application Deadline - 3rd January 2023



HEALTH, WELLBEING & LEADERSHIP SUPPORT FOR THOSE
WORKING TO MAKE THE WORLD A BETTER PLACE



www.thrive-worldwide.org