

COMPASS

Job Description



Lead Occupational Health Advisor



Compass are committed to ensuring that we provide equal opportunities for all our workers and that we provide a working environment that enables and encourages people to grow and develop in line with their own aspirations.

Job Title:

Lead Occupational Health Practitioner

Job Purpose:

To ensure high quality and standardised service delivery in accordance with SEQOSH and client requirements..

Line manager:

Emma Hirst, Director

Responsible to:

Board of Directors

Working Hours:

Part time – 3 days week: working days to be agreed.

Location:

Flexible with option for home-based with some travel to clinics and clients locations, and at least monthly attendance required at Compass office in Chorley, Lancashire.

Contract:

Permanent contract

Remuneration:

£42,000 - £45,000 per annum pro rata

Role Overview:

- Manage the delivery of a proactive health service that protects and promotes the physical and psychological wellbeing of our clients employees.
- Manage compliance to SEQOSH registration
- Deliver engaging training covering a range of subjects including administering medication and Occupational Health Technician duties.
- Carry out the full remit of an Occupational Health Advisor and supervise occupational health technicians, screening nurses and business administrator.
- Be proficient and confident in delivering presentations and reports at forums and meetings
- Build and maintain strong working relationships with existing and new clients and respond appropriately to give expert guidance in the field of OH.
- Meet different challenges of projects or work streams, and demonstrate excellent organisational and IT skills in response to changing business needs.
- Work well within a multidisciplinary team and as an OHA support to assist the development of the OH technicians and the wider health and safety team.
- Provide clinical advice to support the wellbeing strategy, including wellbeing initiatives across the annual calendar, and assist in or deliver regular training activities.
- Lead on projects and drive service delivery improvements.
- Deliver good case management reports, and health surveillance activities, prioritise and manage your time effectively.
- Liaise with marketing team on the promotion of services and advise on any initiatives to promote wider business opportunities
- Ensure document control procedures regarding course materials are adhered to
- Monitor and review performance against KPIS for quality and commercial targets
- Industry engagement and maintenance of CPD

General:

- Further the business interests of Compass wherever appropriate.
- Set a good example of business practice and reflect a positive company image at all times.
- Attend team and company meetings where required.

Knowledge and skills required:

- NMC RN part 1, RN part 3 – SCPHN (OH) registered essential
- Experienced in Occupational Health - pre-placement assessments, health surveillance, case management, lifestyle screening, triage and responding to queries
- Good written and oral interpersonal and communication skills are essential.
- Passion for and commitment to shaping the next generation of occupational health professionals
- Driving license
- Have or be prepared to undertake a L3 and/or L5 teaching qualification
- Good personal presentation and professional demeanour.
- Strong management, IT, organisational and excellent communication skills.
- Good timekeeping and attendance record.

*** Please note: this position is subject to an enhanced Disclosure and Barring Service (DBS) records check.**