

JOB PROFILE

POST TITLE:	Occupational Health Technician
GRADE:	D
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Occupational Health Manager
LOCATION:	Hindlip, Rugby
JOB PURPOSE:	To undertake medical screening assessments to ensure compliance with statutory requirements relating to Occupational Health & Safety legislation.

MAIN RESPONSIBILITIES:

1. To undertake effective health screening assessments and procedures within statutory and organisational guidelines, policies and procedures including pre-placement health assessments, health surveillance programmes and health promotion initiatives.
2. To review test results and identify and appraise the Occupational Health Manager of developing poor health trends and to promote health at work through the delivery of health campaigns.
3. To triage medical declarations, request medical reports as necessary and collate information in order to undertake health assessments for the Occupational Health Team to determine fitness for work. Escalate arising concerns to the Clinical Nurse and OHA for advice and guidance. Provision of health advice to applicants who for health reasons have been deferred.
4. To undertake drug testing in accordance with Force policy and procedures.
5. To maintain equipment including monitoring and ordering supplies of consumables, and organising equipment calibration.
6. To respond to telephone and email enquiries, resolving within guidelines or referring to other members of the team as appropriate.
7. To maintain all departmental systems and records, ensuring that a confidential records system is fully maintained in order to comply with the Access to Medical Records Act and Data Protection Act.

8. To assist with departmental administrative support including correspondence with external medical professionals.	
9. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	<ul style="list-style-type: none"> • Travel within Warwickshire and West Mercia force areas. • Completion of training to conduct audio and spirometry testing as well as drug testing and eye sight tests.
Security level:	Standard

PERSON SPECIFICATION

Knowledge:

- Educated to A level or Level 3 (or equivalent).
- Knowledge of relevant legislation - Good working knowledge of Access to Medical Records Act/Access to Health Records Act/Data Protection/Equality Act.
- Knowledge of Health Promotion initiatives.

Experience:

- Experience in a technician role in a health care setting.
- Working in teams/multi-disciplinary environments.

Key Skills:

- Excellent verbal and written communication skills.
- Undertake basic medical assessments.
- Excellent interpersonal skills and the ability to develop effective relationships in a variety of settings with staff of various levels of seniority.
- Competent in the use of IT systems including Microsoft Office.
- Ability to manage own workload and prioritise demands.
- Able to deal with sensitive issues with tact and diplomacy.
- Working within defined time scales.

PERSONAL QUALITIES LEVEL: PRACTITIONER**Serving the public**

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.