



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Occupational Health Practitioner, Wellbeing, Safety and Health



Salary: Grade 8 (£41,526– £49,553 p.a.)

Reference: CSHSW1038

Part time – 0.6fte

12 months fixed term contract

Occupational Health Practitioner

Wellbeing, Safety and Health, Professional Services

**Do you want to join a team ensuring the health and wellbeing of our 7,500 staff?
Can you deliver the University's evolving preventative approach to workplace health?**

As an experienced and qualified Occupational Health Practitioner, you will deliver health surveillance, case management, vaccination clinics and swift and appropriate responses to clients and management. You will carry out assessments in the working environment and advise on methods of control where hazards are identified. You will also work outside of the clinical setting, working alongside managers providing support and advice to assist them in maintaining and promoting the best health of the workforce.

The Service currently employs three Occupational Health Practitioners and a part time Physician, as well as a small administrative team. We provide a full remit of occupational health services to staff and some services to postgraduate students.

What does the role entail?

As an Occupational Health Practitioner, your main duties will include:

- Undertaking a full remit of occupational health services including health assessments, complex case management, health surveillance, vaccinations and travel advice, providing a timely response to both clients and management;
- Providing consultancy and advice on the management of workplace health issues and working with managers in assisting them with their delivery of their employee health responsibilities;
- Developing relationships with staff and managers across the University through which to promote and provide leadership in accordance with a preventative approach to occupational health;
- Contributing to the achievement of SEQOHS re accreditation;
- Assisting with the development and update of clinical protocols;
- Maintaining comprehensive, well written, confidential medical records of all client consultations as per the department policy and procedure;
- Developing and maintaining good working relationships with key stakeholders, including Human Resources and managers, contributing to a shared



understanding of respective roles and developing a partnership approach to managing employee's health;

- Assisting in providing health promotion activities in the workplace either on an individual basis or in group sessions;
- Representing the Service/University at both internal and external meetings and committees in a professional and knowledgeable manner;
- Continually developing knowledge and skills and maintaining a professional development profile in accordance with NMC revalidation requirements.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Occupational Health Practitioner you will have:

- Current registration with NMC in General Nursing;
- An Occupational Health qualification recorded on part 3 of NMC register and three years post qualification experience;
- Experience of health assessment and health surveillance and of carrying out assessments within the workplace;
- Excellent IT skills including experience of using an Occupational Health database system;
- The ability to communicate confidently at all levels both orally and in writing;
- The ability to plan, prioritise and organise workload effectively;
- The ability to deliver training to a varied audience;
- Working knowledge of the relevant aspects of health and safety, employment and anti-discrimination law;
- The ability to exercise initiative and flexibility and work autonomously and as part of a multi-disciplinary team;
- Ability to liaise effectively with clients, managers, HR and other key stakeholders, both internal and external to the University;
- Experience of complex case management.

You may also have:

- Previous experience in Higher Education or Further Education;



- Experience of carrying out vaccinations and venepuncture.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Joanne Hoban, Interim Head of Occupational Health Service

Tel: +44 (0)113 343 2997

Email: J.Hoban@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.



Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

