

# Job description

<b>Job title:</b>	Senior Occupational Health Adviser
<b>Grade:</b>	Grade 11
<b>Job evaluation reference:</b>	HR014
<b>Job family:</b>	Human Resources

## Purpose and impact

1. To provide a comprehensive, high quality in-house occupational health service for Dorset Council and our external customers, working in partnership with Dorset Council's external occupational health provider(s) and partner organisations.
2. To support and maintain effective working relationships with the external service provider(s) and customers. This may require involvement with complex and potentially contentious matters in seeking an appropriate way forward for all parties concerned.
3. To support the implementation of appropriate occupational health protocols and procedures and recommend areas for future service development.
4. To support the monitoring and review of the performance of the service to ensure that agreed performance standards are met.
5. To support the collection of management information relating to medical referrals and Occupational Health service provision, helping to identify emerging patterns and trends, reporting findings to the OH Lead.
6. Working collaboratively across the HR Service and with colleagues across the wider council to help ensure that the HR Service meets both the organisation's and external customer needs.
7. To support the achievement of whole authority people priorities and meet corporate aims, enabling the organisation to transform ways of working and achieve whole authority cultural change.

## Key responsibilities

8. To undertake a range of health-related assessments including pre-employment medical screening and management referrals and to ensure any reports / recommendations are conveyed promptly to the appropriate officer. Any advice given should be clear and concise and assist the employing service to make appropriate decisions in regard to an individual's employment.
9. To be able to work autonomously in the management of an individual case load and also participate fully as an effective team member.
10. To advise managers on the reduction of health risks in the workplace and on how to support employees at risk or suffering from ill health. This may include providing advice and guidance to assist the employing service to comply with prevailing health and safety, employment and other relevant legislation.



11. To engage proactively with individual members of staff on a confidential basis with the overall aim, wherever possible, to reduce employee absence and work related sickness.
12. To work effectively with internal and external agencies on all aspects of employee health and wellbeing, so as to reduce sickness absence.
13. To support and assist in the development of health promotion activities and information.
14. To provide health related advice and guidance to managers and individual staff groups tailored to their service requirements.
15. To assist in the management of all aspects of infection control affecting Dorset Council employees.
16. To assist with the management of sickness absence within the framework of existing policies and procedures.
17. Engage with customers to seek feedback on current provision and discuss emerging needs with the OH Lead to support the improvement of services.
18. Undertake continued professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills.
19. To maintain accurate, contemporary and confidential records for all clients and ensure their security in line with the prevailing legal requirements.
20. To work sensitively with all clients and be able to adapt to situations which may be complex and confrontational.
21. Deputise for and represent the OH Lead as required.
22. Undertake such other comparable professional duties in support of corporate or service objectives as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: OH Lead

Responsibility for: No supervisory or line management responsibility

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



**Dorset**  
Council



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Registered nurse NMC level 1 to maintain valid and up to date registration and comply with NMC guidelines in relation to professional issues and clinical supervision	Application form
2. Recognised Occupational Health Specialist Practitioner on the NMC register (SCPHN)	Application form
<b>Experience</b>	
3. Significant experience in occupational health practice post qualification	Application form
4. Conducting medical assessments in response to management referrals	Application form
5. Conducting pre-placement medical screenings	Application form
<b>Knowledge</b>	
6. Understanding of the occupational health function and its contribution to workforce wellbeing in a large organisation	Application form Interview Assessment
7. Understanding of the relevant employment legislation and its implications for OH practice in a large, diverse organisation	Application form Interview Assessment
8. The importance of good practice for in-house OH service delivery	Application form Interview Assessment
9. Use of professional judgement to recommend appropriate action in a range of occupational health settings	Application form Interview Assessment
<b>Skill and abilities</b>	
10. Production of reports in response to manager referrals	Interview Assessment
11. Ability to build effective working relationships with both internal and external customers and stakeholders at all levels	Interview Assessment
12. Excellent written and verbal communication skills	Interview Assessment
13. Excellent interpersonal skills	Interview Assessment
14. Ability to work flexibly to contribute to wider team and HR Service outcomes	Interview Assessment
15. Ability to manage own time and workload with competing priorities	Interview Assessment
16. ICT skills in the use of Microsoft Office and Outlook and internet	Interview Assessment



<b>Our values</b>	
17. Respect	Interview Assessment
18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment
<b>Other</b>	
22. Ability to fulfil travel requirements of the position to meet with employees and conduct assessments if required	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
23. NEBOSH certificate	Application form
<b>Experience</b>	
24. Working in a large, complex organisation	Application form
25. Dealing with employees at all levels within an organisation	Application form

## Approval

Manager's job title: OH Lead  
Date: Updated July 2025

