

SOUTH WALES FIRE AND RESCUE SERVICE

PEOPLE SERVICES DIRECTORATE

JOB DESCRIPTION

Department	Human Resources (HR)
Team	Occupational Health Unit (OHU)
Post	Senior Occupational Health Nurse (Clinical Nurse Lead)
Post No	NU103
Grade	RCN Band 7
Location	Occupational Health Unit, Nantgarw
Responsible to	Occupational Health Physician (Clinical) Head of Human Resources (Managerial)
Responsible for	Occupational Health Nurse

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide a quality and professional Occupational Health service to the South Wales Fire and Rescue Service (SWFRS) and its members, past, present and future, in a committed and flexible manner.

To maximise the health, well-being, efficiency and morale of Fire and Rescue personnel and to minimise the risks to which they may be exposed as a result of working practices and the working environment.

DUTIES AND RESPONSIBILITIES

General Duties

1. To report directly to the Occupational Health Physician (OHP) for all clinical aspects of the provision of Occupational Health (OH) Services and

the Head of Human Resources for all managerial and Fire and Rescue Service matters.

2. To directly line-manage the Occupational Health Nurse and ensure effective and sufficient provision of their services.
3. To triage referrals from Attendance Management and where appropriate to refer medical cases to either the OHP, Sessional Occupational Health Physicians (SOHP), Health and Fitness Advisors (HFAs), physiotherapist or other appropriate OH service providers, e.g. Counselling Services.
4. To work co-operatively with Attendance Management, Line Managers and Heads of Service in supporting staff during and following periods of sickness absence in accordance with the Welfare and Attendance Monitoring Procedure.
5. To perform and assist with examinations, screening procedures and the provision of OH advice in relation to the following:
 - Pre-employment examinations and assessments
 - Routine examinations and health monitoring of Fire Service staff
 - Post illness/injury assessments, light duties phased return
 - Sickness absence and referrals examinations
 - Post toxic exposure assessments
 - Vision Aid assessments
 - Referral for all physical and psychological cases
 - Breathing Apparatus (BA) respiratory disorder simulation testing
 - Sickness Absence Panel and Medical Advisory Panel
 - Stress Management, including referrals to specialist units
 - Cognitive Behaviour Therapy (CBT)
 - Pre and Post incident deployment support
6. Provide advice, guidance and support for Line Managers with solutions to address day-to-day issues relating to OH matters.
7. Provide clinical support for Urban Search and Rescue (USAR) and International Search and Rescue (ISAR) specialist teams requirements, including immunisation risk assessment and post deployment support.
8. To support critical incident management and assessment, including associated site visits where appropriate.
9. To be responsible for the provision of the physical clinical resources.
10. Assist in the achievement of the Occupational Health Team's objectives within the Directorate and Departmental Plans by working co-operatively and supportively with all Directorates.

11. To liaise as necessary with other Fire and Rescue Services, NHS, relevant private and public sector bodies and local authorities to support collaborative working arrangements in line with Welsh Government guidance.
12. Assist in preparing reports for the Head of HR on all matters covering OH, as and when appropriate.
13. To develop an Employee Health Awareness Strategy across the full range of health issues that can be affecting the employees of SWFRS working with the HR Attendance Management Team, HFAs and Training Department.
14. Assist in the development, monitoring and review of OH Procedures to support the managers and employees of the Service in a fair and equitable manner.
15. Assist in developing and maintaining strong performance management indicators both internal and external relating to OH and report quarterly and annually against these indicators, taking appropriate action when issues arise.
16. To be proactive in looking to improve systems in place to further enhance and streamline OH processes and improve effectiveness and efficiency, and to encourage utilisation of OH services.
17. Assist in the recruitment and selection of OH employees in line with procedures when required.

Associated Duties

18. Maintain confidentiality at all times with cognisance of the Data Protection legislation.
19. Maintain an understanding of changes to Employment and Health & Safety Legislation and the impacts on the Occupational Health Unit provision of service.

STANDARD SERVICE REQUIREMENTS:

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.

- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES:

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

