

## SOUTH WALES FIRE AND RESCUE SERVICE

### PEOPLE SERVICES DIRECTORATE

#### PERSON SPECIFICATION

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

Essential criteria marked in **bold** with an asterisk\* will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
<b>Qualifications/ Requirements</b>	<b>Registered General Nurse (RGN) level 1*</b>	<b>Essential*</b>	<b>Application &amp; Certificate*</b>
	<b>Nursing &amp; Midwifery Council (NMC) Registered, with valid PIN Card and Number*</b>	<b>Essential*</b>	<b>Application &amp; Certificate*</b>
	<b>Occupational Health Certificate, Diploma or Degree*</b>	<b>Essential*</b>	<b>Application &amp; Certificate*</b>
	Medical Review Officer (Substance Misuse)	Desirable	Application & Certificate
	Diploma in CBT for OH Professionals	Desirable	Application & Certificate

	Emergency Trauma Care	Desirable	Application & Certificate
	NEBOSH	Desirable	Application & Certificate
	Indemnity - Public Liability Insurance at the appropriate level (that will be maintained by SWFRS)	Essential	Application & Documentation
<b>Knowledge/ Experience</b>	Post registration experience	Essential	Selection
	<b>Wide range of nursing experience, including the role of the OH Nurse Practitioner*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Experience of legal aspects of OH issues in respect of GDPR, Freedom of Information and Confidentiality	Essential	Selection
	<b>Experience &amp; knowledge of OH surveillance techniques and reporting methods*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	<b>Experience of implementing health promotion activities*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel	Essential	Selection
	The ability to communicate through the medium of Welsh	Desirable	Application
<b>Personal Style</b>	<b>Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations *</b>	<b>Essential *</b>	<b>Application &amp; Selection*</b>
	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	<b>Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations	Essential	Selection
<b>Interpersonal</b>	<b>Ability to lead involve and motivate others both within the Fire &amp; Rescue Service and in the Community*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to communicate effectively both orally and in writing to a range of different audiences	Essential	Selection

	Commitment to and ability to develop self, individuals, and teams, to improve organisational effectiveness	Essential	Selection
<b>Task</b>	<b>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Selection
	Lead groups to achieve excellence by the establishment, maintenance and management of performance requirements	Essential	Selection
	<b>Ability to create and implement effective plans to deliver a range of organisational objectives*</b>	<b>Essential*</b>	<b>Application &amp; Selection*</b>
	Ability to recognise the potential political impact and implications of actions from a strategic perspective	Essential	Selection
<b>Other</b>	Ability to work flexibly, including some out of hours work when required	Essential*	Selection

**This role involves some travel between SWFRS sites throughout the South Wales area. The successful candidate must be able to travel independently. The role will attract the 'Casual Car User' Allowance.**

**A Disclosure and Barring Service check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.**

