

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Human Resources (HR)
<b>TEAM</b>	Occupational Health Unit (OHU)
<b>POST TITLE</b>	Occupational Health Nurse
<b>POST NO</b>	001882
<b>GRADE</b>	RCN Band 6
<b>LOCATION</b>	Occupational Health Unit, Nantgarw

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>
	Occupational Health Certificate, Diploma or Degree	Desirable	Application & Certificate
	Indemnity - Public Liability Insurance at the appropriate level (this will be maintained by SWFRS)	Essential	Application & Documentation
<b>Knowledge/ Experience</b>	<b>Wide range of nursing experience within various settings *</b>	<b>Essential*</b>	<b>Application*</b>
	Nursing experience within an Occupational Health (OH) environment	Desirable	Selection
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel*	Desirable	Application
	Knowledge of the role of the OH Practitioner	Desirable	Application
	Knowledge of legal aspects of OH issues	Desirable	Application

	Experience & knowledge of OH surveillance techniques and reporting methods	Desirable	Application
	Experience of implementing health promotion	Desirable	Application
	The ability to communicate through the medium of Welsh	Desirable	Application
<b>Personal Style</b>	<p><b>Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations *</b></p> <p><b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented *</b></p> <p>Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness*</p> <p>Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations*</p>	<p><b>Essential *</b></p> <p><b>Essential *</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application * &amp; Selection</b></p> <p><b>Application * &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>
<b>Interpersonal</b>	<p><b>Ability to work effectively with others both within the Fire &amp; Rescue Service and in the Community *</b></p> <p>Ability to communicate effectively both orally and in writing to a range of different audiences</p> <p>Commitment to and ability to develop self, individuals, and teams, to improve organisational effectiveness</p>	<p><b>Essential *</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application * &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>
<b>Task</b>	<p><b>Ability to create and implement effective plans to deliver a range of organisational objectives *</b></p> <p>Ability to maintain an active awareness of the environment to promote safe and effective working</p> <p>Ability to achieve excellence by the establishment, maintenance and management of performance requirements</p>	<p><b>Essential *</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Application * &amp; Selection</b></p> <p>Selection</p> <p>Selection</p>

**Please note that the successful candidate will be required to work flexibly to meet the demands of the post. This includes working evenings.**  
**An enhanced CRB Disclosure will be required in the event of a successful application.**  
**Having a criminal record will not necessarily be a bar to obtaining a position.**

