

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	<b>Occupational Health Department</b>
<b>Post</b>	<b>OHU Administrator – 37 hours per week</b>
<b>Post No</b>	<b>NU086</b>
<b>Grade</b>	<b>4</b>
<b>Location</b>	<b>Occupational Health Unit - Pontyclun</b>
<b>Responsible to</b>	<b>Senior Medical Secretary – Occupational Health Services</b>

**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.**

<b>MAIN PURPOSE OF THE POST</b>
To provide quality and professional Occupational Health services to the South Wales Fire and Rescue Service and its members, past, present and future, in a committed and flexible manner.

**DUTIES AND RESPONSIBILITIES**

1. To provide all administration duties relating to Occupational Health procedures in a confidential manner.
2. To provide a comprehensive word processing facility to include letters, memorandums and reports etc.
3. To provide a reception service for the Occupational Health Unit and deal with visitors in a confident and sensitive manner.
4. To maintain the Occupational Health Teams electronic filing systems ensuring accuracy and confidentiality.
5. To implement and monitor the appointment systems for the Occupational Health Unit including all documentation required for this purpose, i.e. retrieving relevant case notes and relevant proforma for the unit.

6. To input data and maintain appropriate databases to support the effective function of the Occupational Health Team.
7. To carry out general day-to-day administrative duties to include receiving and distributing departmental mail, dealing with general enquiries, photocopying, faxing, scanning etc.
8. To liaise with internal Departments, external bodies and agencies where necessary.
9. To maintain the Team's procurement of stationery and other consumable levels etc.
10. To be responsible for securing the building as a key holder as and when necessary.
11. To work closely with OHU Officers/Managers/Medical Staff as directed on projects when appropriate and required.
12. To assist in reviewing opportunities to develop the performance of the Occupational Health administration and to maximise the effective and efficient delivery of services in the most cost effective way.
13. To assist in maintaining robust and functional IT systems that maximises the use of technology to deliver as far as possible a self-service Occupational Health transactional service in respect of Occupational Health administration.
14. To attend various recruitment, selection and awareness events in support of the R&A Team to promote the Service and to particularly encourage applications from under-represented groups.
15. To maintain confidentiality at all times with cognisance of the Data Protection legislation.
16. To undertake other duties commensurate with your grade as determined by the Senior Medical Secretary – Occupational Health Services.

#### **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

