

Person Specification

Post Title:	Occupational Health Nurse		
Directorate:	People and Organisational Development		
Location:	Forge House, Wigston		
Grade:	H	Date:	November 2024

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
Applying Expertise & Technology	Proven knowledge and experience of using Occupational Health (OH) Systems such as EOPAS and Cohort.	D	1
Delivering Results & Meeting Customer Expectations	A proven track record of delivering high levels of customer satisfaction with an ability to proactively anticipate the needs of customers	E	1,3
	Proven understanding of Health & Safety at work	E	1
Writing & Reporting	Knowledge and experience of creating, handling and proof reading OH reports	E	1,2
	Experience of creating OH guidance, policies and procedures	D	1
Job Specific	Recent post qualification experience in taking venous blood samples and administering vaccines	D	1
	Recent experience in undertaking OH case management and health surveillance	E	1,3
	Proven knowledge and experience of working with MS Office, including a basic understanding of Microsoft Outlook, a basic use of Word to create, format and file documents, and a basic use of Excel for spreadsheet creation from data input, formatting cells and creating charts	E	1
	Understanding of relevant legislation, including Access to Medical Reports Act, Access to Health Records Act, GDPR, Equality Act, Health and Safety at Work Act	E	1

Equality and Fairness			
Commitment to diversity and inclusion	Sound knowledge of and commitment to Equality, Diversity & Inclusion	E	1,3
	The ability to converse at ease with members of the public and provide advice in accurate spoken English	E	3
Qualifications and Training			
Professional Job Related Vocational	NMC registered nurse	E	5
	Diploma in Occupational Health	E	5
	Commitment to CPD and a willingness to undertake required training/updates identified for the role	E	1
Skills			
Working with People	Ability to respect the views of others, to show empathy, listen and support the team	E	3
	Able to adapt behaviour according to the needs of others to encourage an open and honest dialogue	E	3
Relating & Networking	Maintains good relationships with internal and external customers and staff; relates well to people at all levels of an organisation	E	3
Applying Expertise and Technology	Keeps up to date with the latest advances and practices within Occupational Health	E	1
Writing & reporting	Ability to produce concise OH reports that provide referring managers with enough information to support our employees, within agreed timescales	E	2
Deciding and initiating Action	Is able to work as an autonomous practitioner without the need for constant guidance	E	2
	Understands the need for personal resilience and seeks to find solutions to challenges.	E	1,3
Adhering to Principles & Values	Shows unbiased treatment towards others and creates equal opportunities for all people.	E	3
	Acts consistently in accordance with clear ethics and values	E	3
Following instructions and procedures	Demonstrates a clear understanding of the need to follow clinical guidance and best practice at all times	E	1

Other			
	Must be willing to undertake an enhanced criminal record check.	E	5
	Ability to travel off-site whilst undertaking duties for LFRS.	D	1

Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application form

2 = Testing

3 = Interview

4 = Pre-Screen

5 = Other (e.g. DBS check/Certificates)