

Job Description

Department: HR-Occupational Health

Division/Section : Occupational Health, Human Resources, Sand Martin House

Job Title: HR Assistant Occupational Health

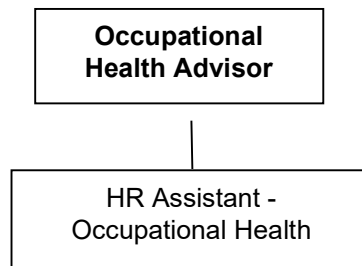
Post No:

Grade:

Reports to: Occupational Health Advisor

**Organisation
Chart:**

**Show
immediate
manager and
any jobs
reporting to this
post.**



**CRB Check
applicable?**

Standard ☐ **Enhanced** ☐ **None** ☒

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** ☒

**Line
Management
responsibility
for:**

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: ~~~~~No budget responsibility

Job Purpose:

To provide an effective administration and first line support that contributes to the delivery of a responsive, customer focused Occupational Health service to the organisation and external customers,

Main Duties and Responsibilities:

Provide a responsive and customer-focused service to customer of the Occupational Health Service and ensure that good working relationships are developed and maintained, whilst ensuring the confidentiality of employee's health information at all times.

Deliver Occupational Health (OH) process activities, ensuring accuracy and delivery to agreed timescales, e.g. administration in relation to service level agreements, Occupational Health communication to the business and wider customer base.

Act as a first point of contact on all Occupational Health matters. Have the ability to understand when to refer a query to the Occupational Health Advisor or direct a query onwards for appropriate assistance.

Financial Monitoring: Monitor and report on OH spend to budget. Process OH department invoices according to agreed procedure and guidelines.

Administratively support Occupational Health projects, in conjunction with the Occupational Health Advisor.

Day to Day role:

- Provide a complete administration and clerical function for all the occupational health projects throughout the Council.
- Assist the Occupational Health Advisor in providing routine advice to employees in relation to occupational health matters in accordance with the Council's policies and procedures
- Receiving and prioritising management referrals (with the Occupational Health Advisor) and ensure the organisation of Occupational Health clinics accordingly liaising with HR Business Partners/HR Practitioners and management where necessary.
- Where appropriate, escorting clients to and from appointments, meeting & greeting customers to the Occupational Health Service.
- Receive, prioritise and ensure the organisation of the pre-placement health appointments and screening.
- Administer and organise health surveillance appointments and medicals.
- Maintain the filing, library and record keeping systems for all of the above.
- Communicate regularly with external customers, e.g. AXA & Heales, to ensure continuity in service level agreements and processes with support from the Occupational Health Advisor.
- Assist with Statistical information (storing and recording) for the Occupational Health Service.
- Budget control, e.g. re-charging to schools and other contracts, corresponding with financial departments, maintaining accurate records for finance.
- Communicate with external customers, to process referred cases, resolving Occupational Health queries.
- Provide information to Council and external customers on welfare issues as necessary.
- Update the Occupational Health Insite page/communications in regards to Occupational Health processes and Health Promotion information.
- To act as first point of contact for Occupational Health queries and deal with correspondence and other enquires, as required.
- Raise purchase orders, processing invoices and ordering stationary and supplies as required.

Generic Responsibilities

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

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To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility
Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation
Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 01.04.2024

COMPLETED BY: Claudette Bishop- Senior OHA