


<b>Profile Title:</b>	Occupational Health and Wellbeing Manager	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Head of Corporate Health, Safety and Emergency Resilience				
<b>Employee Management:</b>	One employee	<b>Grade:</b>	09	<b>Profile Ref:</b>	132169
<b>Purpose of the Post</b>					
To lead on the development, co-ordination and implementation of occupational health and wellbeing strategies. To advise and guide managers on occupational health and wellbeing matters and co-ordinate the Council's externally commissioned occupational health services.					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>Act as day-to-day client manager for externally commissioned occupational health and wellbeing services.</li> <li>Support the formulation, implementation and maintenance of standards for statutory health surveillance.</li> <li>Advise on occupational health/medical records management and ensure confidentiality and compliance with the relevant legislation and records.</li> <li>Support and coach managers in a constructive way in areas where sickness absence levels are high or of concern, advising on reports and liaising between managers and occupational health and wellbeing providers on the outputs of occupational health referrals.</li> <li>Develop occupational health and wellbeing initiatives including proactive occupational ill health initiatives and health and wellbeing promotional activities.</li> <li>Work with managers in a constructive way in areas where there are occupational health concerns. Support and coach managers to ensure appropriate health care and workplace interventions are in place to address these.</li> <li>Develop, consult, review and implement policies through researching current and new legislative requirements and best practice guidance, taking account of corporate objectives and customer requirements.</li> <li>Contribute to the development and implementation of health and wellbeing related strategies, ensuring a structured approach to sickness management and at all times effective communication.</li> <li>Regularly scrutinise and publish data to managers/SMT and critique and analyse information including manager's actions in a constructive way supporting the management of occupational health and wellbeing.</li> <li>Undertake regular benchmarking and research in relation to occupational and wellbeing to inform strategic objectives.</li> <li>Develop and deliver briefing and training sessions.</li> <li>Utilise a variety of software packages to maintain accurate records and data</li> <li>Undertake any other duties commensurate with the role as requested by management</li> </ul>					

Education and Training	Measure	Rank
<ul style="list-style-type: none"> <li>Relevant level 6 qualification in either occupational health, health and safety or human resources</li> </ul>	A/C	E
<ul style="list-style-type: none"> <li>Chartered member of an appropriate professional body such as the Institution of Occupational Safety and Health or the Chartered Institute of Personnel and Development or RGN specialist occupational health nurse</li> </ul>	A/C	E
<ul style="list-style-type: none"> <li>Willingness to undertake the Council's Leadership Programme</li> </ul>	A/I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> <li>Significant experience of managing occupational health and wellbeing services and initiatives</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Experience of providing professional advice and guidance to managers at all levels of seniority</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Experience of working in partnership with a wide range of customers and service providers by engaging with them, building professional relationships and offering solution-based resolutions</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Experience of policy and procedure formulation and implementation</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>Experience of analysing and manipulating data</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>Experience of presenting information verbally at meetings and undertaking formal presentations and briefing sessions</li> </ul>	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> <li>Up to date knowledge of employment and health and safety law as it applies to occupational health and wellbeing</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Working knowledge of Microsoft applications</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Knowledge of occupational health and wellbeing strategies and interventions</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Knowledge of pressures facing Local Government and external organisations</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Knowledge of partnership working and principles</li> </ul>	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>High professional standards, including the well-developed ability to manage a challenging workload under pressure and to deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to work with both internal and external customers, sometimes in areas of tension and conflict to deliver common goals</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Ability to assess problems within a short space of time and with limited information, and apply judgement and evaluation (including risks) to inform, advise and provides solutions</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Well-developed communication skills with the ability to present information verbally at meetings and by undertaking formal presentations.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to produce emails, letters and reports clearly and concisely not necessarily to a prescribed format.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to develop, interpret and implement policies</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Consultation and negotiation skills to enable issues to be resolved</li> </ul>	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>Operate with the highest standards of personal/professional conduct and integrity</li> </ul>	A/I	E

• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.	A/I	E
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's values and behaviours.	A/I	E
• Able to undertake any travel in connection with the post.	A/I	E