

Job Description - Occupational Health Adviser (PB5)

Job summary

The Occupational Health Adviser is a key role in our Health, Safety and Technical Training Team (HSTT). Leading the planning, delivery, and continuous improvement of the Forestry Commission's Health Surveillance Programme. The role will support the Health and Safety Team in identifying Health risks and strategies to manage those risks appropriately.

Key responsibilities & accountabilities

- Lead the Forestry Commissions Annual Health Surveillance Programme the annual health surveillance programme cycle end-to-end (planning, delivery and evaluation).
- Develop and manage programme plans, timelines, milestones and risk mitigation actions, ensuring provider readiness and operational resilience ahead of programme delivery.
- Liaise with the external provider, local coordinators, line managers and the HSTT to identify and facilitate participation in the programme.
- Utilise the external providers systems and processes to manage the Health Surveillance programme. Collating data and ensuring the accurate records are maintained.
- Support the delivery of key occupational health communications in a creative and engaging way.
- Ensure health surveillance arrangements align with statutory requirements and HSE guidance, maintaining appropriate governance, assurance and audit-ready records.
- Monitor programme performance, including compliance levels, utilisation and trends, and provide regular reports and insights to Health & Safety, Wellbeing and HR stakeholders.
- Lead resolution and escalation of operational issues affecting programme delivery, including clinic disruption, capacity issues or provider performance.
- Evaluate programme outcomes and lead lessons-learned activity to drive year-on-year improvements in efficiency, user experience and compliance.
- Provide support to line managers and frontline delivery staff on practical implementation occupational health arrangements across a range of topics and work areas. Including COSHH, Noise & Vibration.
- Develop and maintain and occupation health risk profile for a range of roles and tasks across the organisation.
- Build strong working relationships in order to uncover areas of challenge relating to occupational health arrangements and facilitate problem solving and adjustments to current working practice in order to support teams to work safely.
- Support the development and review of new or existing health and safety policies, procedures and guidance as directed by the Health, Safety & Technical Training team.
- Liaise with the HR team on Occupational Health matters, reviewing results/ required action from health surveillance, case work and support attendance.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential experience

- Experience working in an Occupational Health role;
- Experience of managing an occupational health surveillance programme;
- Experience of building strong working relationships to support problem solving, working through challenges and developing alternative strategies to overcome concerns;
- Experience of applying organisation policy to ensure compliance with legislation;
- Experience of case management;
- Proven ability to manage a changing workload.
- Ability to use full range of Microsoft Office software packages

Desirable experience

- Knowledge and understanding of occupational health issues in forestry or similar organisations

Essential Competencies and Behaviours

The successful candidate will need to demonstrate:

- Excellent negotiation & communication skills;
- Good problem-solving abilities;
- Ability to question, analyse, & investigate incidents;
- Good team player but equally motivated to work on own initiative.

As the post involves dealing with contacts across the UK, travel with overnight stays away from home is requirement of the post.

The duties of this post require the applicant to have a full current driving licence that enables them to drive in the UK.

Qualifications

Essential

- Professionally qualified in Occupational Health Nursing (Degree or Diploma)
- Member of or working towards FOH Associate or NMC Nurse
- Evidence of maintaining your own CPD

