Post Specification

PG 6476

Business Support

Date	**June 2021**
Post Title	**Occupational Health Administrator**
Job Family Role Profile	**BS6**
Final Grade	**Final Grade 6**

To be read in conjunction with the job family role profile

Service Area description

The Occupational Health service provides organisational and individual advice on all aspects of occupational health. The service will provide statutory health surveillance, opinions on fitness for work and rehabilitation, advice on legal compliance in occupational health matters both in relation to health and safety legislation and the Equalities Act.

Purpose of this post

To operate efficient and effective administration primarily to the Occupational Health Department to ensure that legal obligations and the Service's policies are adhered to.

Key job specific accountabilities

1. Provide administrative support to the Occupational Health Department and confidential secretarial support to the Service Medical Advisor.
2. Provide a full effective and confidential administrative support including data input, file maintenance/retrieval and forward planning.
3. Prepare correspondence, reports and maintain and develop filing and other reference systems ensuring confidentiality is maintained at all times.
4. Assist with the planning of the Departmental activities on an ongoing basis, ensuring that all statutory medicals, other medicals, health screens, health promotion visits, clinics and station visits are programmed and that the SMA and professional staff are available, with the correct client documentation and record the outcomes.
5. Prepare and provide information, reports and documents for the relevant managers using various ICT systems.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• N/A
Staff Management Responsibilities	• N/A
Other	• N/A

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ Level 3 in Business Administration or equivalent experience / qualification
- Ability to audio type

• Ability to travel throughout Cumbria and beyond and to visit a range of premises.
Disclosure and Barring Service – DBS Checks
• This post does not require a DBS check.
Job working circumstances

Emotional Demands	• N/A
Physical Demands	• N/A
Working Conditions	• N/A

Other Factors
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