



West Yorkshire Fire & Rescue Service

Job Description

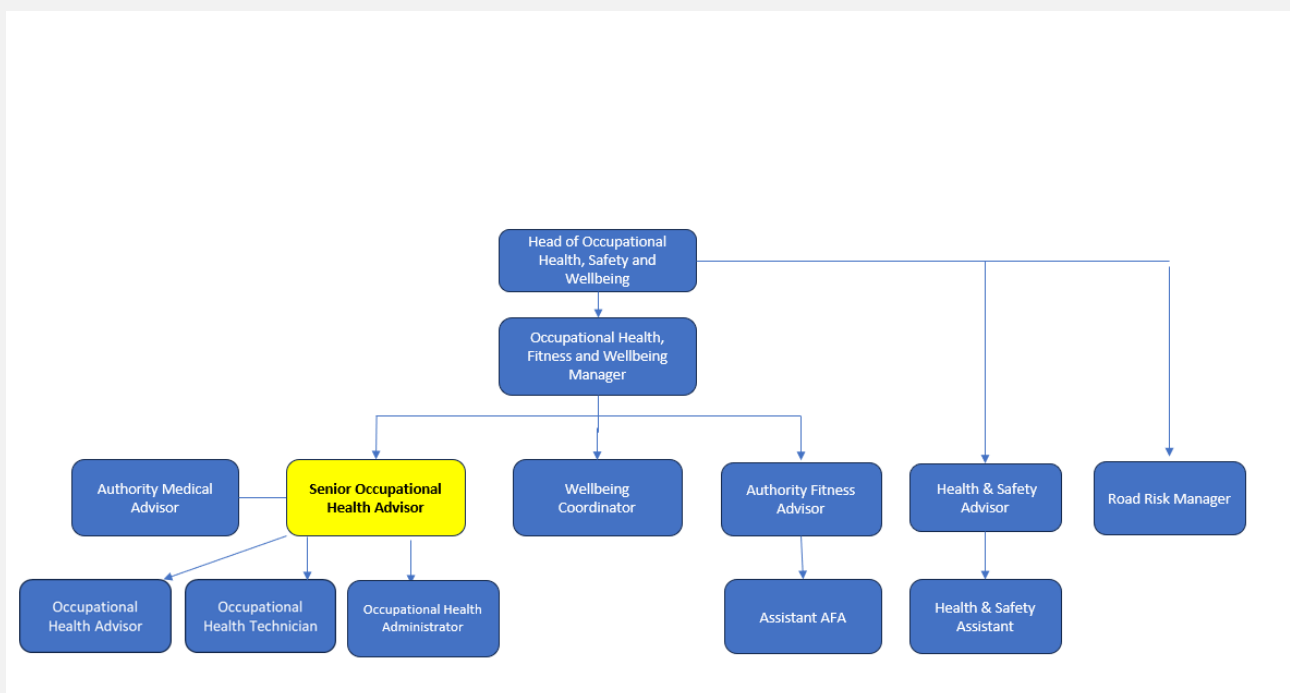
Post Title: Senior Occupational Health Advisor.

Grade: Grade 8 [plus Market Supplement to be reviewed annually].

Responsible To: Occupational Health, Fitness and Wellbeing Manager.

Purpose Of Post: To lead the Occupational Health Unit in its day-to-day operational and clinical activity, to provide senior clinical management & supervision within the unit along with the provision of competent, occupational health advice across the wider organisation.

Organisational chart.



Main duties and responsibilities of the role.

1. **Deliver and oversee the full range of occupational health clinical services**, including management referrals, pre-employment and periodic medical assessments, and role-specific health surveillance in line with legal and service requirements, including asbestos medicals. Manage referrals to external providers and oversee the IQMP/IRMP referral process.

2. **Provide expert occupational health and sickness absence advice** to HR, managers, employees and relevant stakeholders, actively participating in case conferences and ensuring complex cases are managed timely and effectively.
3. **Lead on clinical governance and professional standards**, including the development and delivery of OH policies & procedures, clinical audit, data protection and confidentiality, acting as Data Controller; maintain up to date knowledge and practice to ensure compliance with legal, ethical, and service requirements.
4. **Manage and support the Occupational Health team**, providing managerial and clinical supervision, guidance on case management, and contributing to strategic development, action planning and performance monitoring. Oversee the day-to-day running of the OH Unit to ensure the effective and efficient delivery of OH services across the service, including the triage of cases to ensure they are seen in appropriate timescales and by the right member of the unit.
5. **Design, deliver and evaluate staff health initiatives**, working collaboratively with Wider Occupational Health, Safety & Wellbeing (OHSW) team and relevant stakeholders; to maintain or improve health outcomes for employees.
6. **Analyse health data and trends** to inform programme planning and produce statistical reports, monitor performance outcomes (including external contracts the OH unit holds) and key indicators to ensure the effectiveness of occupational health services.
7. **Undertaking other duties appropriate to the role.**

Organisational wide responsibilities.

1. Adherence to the [NFCC Core Code of Ethics](#) and [West Yorkshire Fire Service Values](#).



2. To implement and promote the Authority's:
 - Health and Safety policies.
 - Equality and Diversity policies.
 - Information Security Management System policies.
 - Safeguarding policies.
 - Business continuity policy and contingency arrangements.
 - Policies related to General Data Protection Regulation and Data Protection Act 2018.
 - Commitment to maintaining our Customer Service expectations.
3. A satisfactory Standard Disclosure and Barring check is required for the role.
4. This post has been designated a hybrid working post which means the postholder's working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Where identified
1.	Demonstrate significant occupational health nursing experience, post qualification, in a large, complex and diverse organisation.	Essential.	Application & Selection Process.
2.	Proven experience of leading and managing the day-to-day operational running of a busy Occupational Health Unit.	Desirable.	Application & Selection Process.

	Experience	Essential/ Desirable	Where identified
3.	Experience in the full use of an occupational health database (OPAS G2 or similar), including sending digital health questionnaires, booking appointments, maintaining accurate clinical records, and generating statistical reports.	Essential.	Application & Selection Process.
4.	Experience of managing projects to deliver service improvements	Essential.	Application & Selection Process.
5.	Demonstrable experience in supervising, managing, and developing staff.	Desirable.	Application & Selection Process.
6.	Demonstrable experience in supporting and contributing to the effective management of sickness absence.	Essential.	Application & Selection Process.
7.	Ability to analyse health data and trends to inform programme planning, prioritisation and service development, and to monitor performance outcomes and KPIs.	Essential.	Application & Selection Process.
8.	Experience of providing an occupational health service in a public sector organisation.	Desirable.	Application & Selection Process.

	Education and Training.	Essential/ Desirable.	Where identified.
9.	Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above / equivalent qualifications, or equivalent level of literacy and numeracy gained through work experience.	Essential.	Application.
10.	Must be a RGN (Registered General Nurse) with the Nursing & Midwifery Council (NMC)	Essential.	Application.
11.	Hold a formal qualification in Occupational health recognised by the NMC (e.g. Certificate/Diploma or Degree).	Essential.	Application.

	Education and Training.	Essential/ Desirable.	Where identified.
12.	Evidence of ongoing CPD in Occupational Health clinical competencies, e.g. spirometry, audiometry, vision screening; HAVS; First Aid at Work; and any other relevant training.	Essential.	Application.
13.	Hold a suitable management qualification.	Desirable.	Application.
14.	Hold a current and valid driving licence	Essential.	Application.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
15.	Knowledge and skill in the design, delivery and evaluation of staff health initiatives to improve employee health outcomes.	Essential.	Application & Selection Process.
16.	Strong organisational skills with the ability to work both within a team, as well as on your own initiative, and manage your workload in line with service priorities.	Essential.	Application & Selection Process.
17.	Ability to maintain high standards of confidentiality and uphold professional and ethical responsibilities at all times.	Essential.	Application & Selection Process.
18.	Good working knowledge of Microsoft Office applications, including Outlook, Word, Excel and MS Teams.	Essential.	Application & Selection Process.
19.	Able to maintain accurate, high-quality records in line with data governance and reporting requirements.	Essential.	Application & Selection Process.
20.	Excellent interpersonal and communication skills, with the ability to communicate clearly and effectively both verbally and in writing.	Essential.	Application & Selection Process.
21.	Ability to make rational and independent decisions when dealing with complex health cases.	Essential.	Application & Selection Process.
22.	Extensive knowledge of occupational health related legislation.	Essential.	Application & Selection Process.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
23.	Knowledge of occupational health issues relating to the Fire Service.	Desirable.	Application & Selection Process.
24.	Demonstrates commitment to taking a leading role in driving forward WYFRS' commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.	Essential.	Selection Process only.

Job Description last updated: 27/05/26