

West Yorkshire Fire & Rescue Service

Job Description.

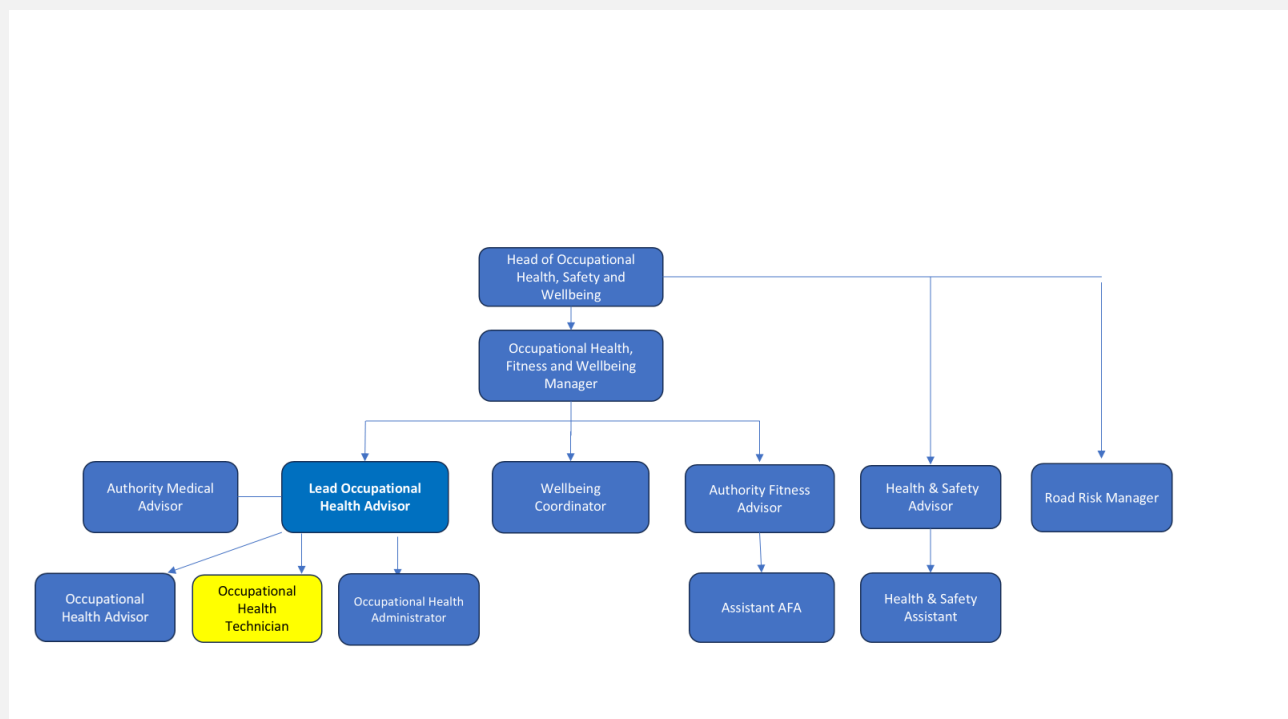
Post Title: Occupational Health Technician.

Grade: 3.

Responsible To: Lead Occupational Health Advisor.

Purpose Of Post: To support West Yorkshire Fire & Rescue Service's (WYFRS) Occupational Health Unit (OHU), by undertaking 3 yearly medicals. Activities of the role include undertaking baseline and periodic health assessments on vision, lung function, hearing, height, weight, urine etc., and giving advice where needed.

Organisational chart.



Main duties and responsibilities of the role.

1. Carry out regulatory and statutory health assessments, health screening and health surveillance programmes for operational firefighters and support staff, in accordance with Occupational Health Unit policies and procedures.

2. Perform routine maintenance and quality checks of health screening equipment and facilities to ensure safe and effective service delivery.
3. Recognise situations requiring Occupational Health Advisor or Occupational Health Physician input and make appropriate referrals.
4. Provide administrative, clinical and reception support to ensure the efficient operation of the Occupational Health Unit and support the wider Occupational Health team.
5. Contribute to health promotion initiatives, campaigns and activities, and support the promotion of Occupational Health and Wellbeing services across the organisation.

Organisational wide responsibilities.

6. Adherence to the NFCC Code of Ethics and West Yorkshire Fire Service Values.



7. 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.
8. A satisfactory Standard Disclosure and Barring check is required for the role.
9. 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.	Experienced in the use of Microsoft Office applications, including Word and Excel.	Essential.	Application & Selection Process.
2.	Experience of using Occupational Health (e.g. OPAS) or other healthcare record management systems.	Desirable.	Application & Selection Process.
3.	Able to work independently and use own initiative.	Essential.	Application & Selection Process.
4.	Experience of administrative processes, including data entry, record management, scanning, document management and responding to enquiries.	Essential.	Application & Selection Process.
5.	Strong verbal and written communication skills, with the ability to communicate effectively with a range of stakeholders.	Essential.	Application & Selection Process.
6.	Understanding of professional boundaries and scope of practice, including when to seek advice from or refer to an Occupational Health Advisor or Occupational Health Physician.	Essential.	Application & Selection Process.
7.	Experience of working in a healthcare support role (e.g. Healthcare Assistant, Health Screening Technician, Occupational Health Technician or similar).	Essential.	Application & Selection Process.

	Education and Training.	Essential/ Desirable.	Where identified.
8.	Level 2 Literacy and Numeracy or equivalent (e.g. GCSE Grade 4 or above) or equivalent level of literacy and numeracy gained through work experience.	Essential.	Application.
9.	Hold a Professional Occupational Health Technician qualification (or willingness to complete the training course within 3 months of employment).	Essential.	Application & Selection Process.
10.	Level 2 or Level 3 qualification in Health Care, Occupational Health, Health Screening or a related subject (or equivalent experience).	Desirable.	Application & Selection Process.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
11.	Knowledge of infection prevention and control principles.	Essential.	Application & Selection Process.
12.	Understanding of confidentiality, information governance and data protection requirements.	Essential.	Application & Selection Process.
13.	Ability to maintain professional and ethical standards when handling sensitive information.	Essential.	Application & Selection Process.
14.	Knowledge of how Occupational Health and Health & Safety align with each other.	Desirable.	Application & Selection Process.
15.	Experience of working with Emergency Services.	Desirable.	Application & Selection Process.
16.	Willingness to work a small number of weekend days/evenings at the request of the Lead Occupational Health Nurse.	Essential	Application & Selection Process.
17.	Demonstrate commitment to good data quality within all areas of work.	Essential.	Selection Process only.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
18.	Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.	Essential.	Selection Process only.
19.	To hold and maintain a current full UK valid car driving licence and able to travel across West Yorkshire.	Essential	Application & Selection Process.

Job Description last updated: 7th October 2026