

## Job Description & Person Specification

<b>Position:</b>	Peripatetic Occupational Health Advisor
<b>Reports to:</b>	Clinical Manager / Deputy Clinical Manager
<b>Salary band:</b>	£40-45k FTE dependent on experience
<b>Position type:</b>	Permanent, full time
<b>Hours:</b>	Flexibility with hours. 0900-1700, occasionally 0800-1600, occasional early, late & night shifts. Monday – Friday.
<b>Location:</b>	South Oxford Area would be ideal as 2 days a week required on Swindon client site. Hybrid role - client sites & some wfh (unable to provide the exact split)

### Job Summary

The postholder will provide the full Occupational Health remit in the commercial sector, whilst demonstrating fully independent clinical practice.

This is a mainly **peripatetic** role. It includes travel within an agreed area to **Corazon Health’s clients**. There may be occasions where you are asked to work from the Corazon office or very rarely from home if a clinic is cancelled, provide the following services as required:

- Management referrals (maximum 5 cases a day)
- New starter clearance
- Health surveillance (client site or Corazon office)
- Wellbeing
- Vaccination & phlebotomy (client site or Corazon office)

The post holder is expected (following induction and any training required) to be self-sufficient whilst out at client sites. Support is available remotely but there is an expectation that the post holder would be able to work independently.

There will be occasions where a clinic on a client site is a short booking/half a day, and you would be expected to travel to another client or to the office/home to continue working (travel/set up equipment/pack up equipment time is given) following this.

There will be occasions where if a clinic is cancelled at short notice, you may be expected to complete administrative work (with full guidance) at the Corazon Health office or from home (depending on the task), if we are unable to book new work in time.

Sectors our clients operate in include pharmaceutical, manufacturing & engineering.

### Role Responsibilities

- Demonstrate the ability to interact, cooperate and establish effective working relationships with all Corazon Health employees, managers and direct reports.
- Build trust, value others, communicate effectively, work collaboratively, solve problems creatively and demonstrate high integrity and ethical behaviours.
- Maintain professional internal and external relationships that meet Company core values, encouraging employee voice to enhance productivity and organisational performance with all Corazon Health clients, contractors and suppliers.
- Demonstrate & role model our **ELITE** behaviours, leading by example to encourage a culture of fairness, equity and engagement.

# ELITE VALUES



## Engage

We promote an environment of positive collaboration and communication, where we actively listen, support, respect and value each other.

## Lead

We believe in demonstrating fairness and consistency while leading by example to achieve our shared ambitions.

## Inspire

We thrive on each other's growth and successes, recognising and rewarding a diversity of talents, endeavours and loyalty.

## Trust

We embrace a culture of openness, honesty and integrity as a foundation of our commitment to each other.

## Empower

We encourage initiative, value responsibility and nurture growth and development to enable us to flourish.

### Business Development

- Assist in the delivery of commercially minded Occupational Health Services.
- Play a significant role in initiatives geared toward operational excellence.
- Follow the operational systems and processes in support of Corazon's business development; support better management reporting, business process and organisational planning, liaise between clients and internal colleagues, ensure client KPI's are met.

### Health Surveillance

- Including but not limited to spirometry, audiology, vaccinations, phlebotomy, immunisation, skin assessment, forklift truck medicals and HAVs.
- Competent to carry out all health surveillance required and administer Hep B / flu vaccines and be able to take blood samples.

### Sickness Absence Service

- Conduct assessments and provide robust reports to management on medical conditions affecting an employee's ability to work.

### Health & Wellbeing Service

- Be competent in delivering a well-being programme as agreed with clients.

### New Starter Screening Service

- Be competent in paper based or face to face health screening to determine medical capability to carry out a defined role.

### Other

- Manage your own workload in the face of unpredictable and conflicting demands, which may lead to moving deadlines or making adjustments to meet client or Company requirements at short notice.
- From time-to-time ad hoc support and specialist input may be required from the postholder to allow the company to meet its objectives. There are times where an "all hands-on deck" approach will be required.

- Perform duties/lead on projects not specifically identified in the job profile but which are in line with the general responsibilities of the post.
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- Demonstrate a willingness to learn new skills and develop areas of specialist interest, including taking on research or projects.
- To maintain OH records and to ensure complete and accurate documentation of all care provided.
- To be aware of current developments and research within the OH field & Signpost local and national OH resources to employees.
- To participate in educational programmes for own professional development, where agreed, and attend annual training.
- To continuously strive to improve the Occupational Health Services we offer through evidence-based practice and service improvement.
- Attend and contribute to operational meetings with Client representatives – HR, Health & Safety, Procurement, if required.
- Work collaboratively with client HR and representatives where necessary to deliver health and wellbeing.
- Act at all times in a professional manner befitting your professional code of conduct and the business core values.
- To maintain client confidentiality in all aspects of this role in line with, General Data Protection Regulations (2018) and the Access to Health Records Act (1991).
- To respect client / patient confidentiality at all times and not divulge client/patient information as per our Confidentiality Policy.
- To work within NMC directives at all times, including Code of Professional Conduct, Record Keeping, scope of professional practice.
- To participate in educational programmes for own professional development, where agreed, and attend annual training.

**Please be aware that this job description may evolve or be amended as business needs dictate.**

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• English and Maths (Grade C)</li> <li>• Registered General Nurse (Level 1)</li> <li>• Full qualification in Occupational Health from a recognised source, either at certificate, diploma or degree level.</li> </ul>	
Skills/Competencies	<ul style="list-style-type: none"> <li>• Competent with basic IT functions such as the use of Microsoft Office.</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Cohort/Cority</li> </ul>
Experience Required	<ul style="list-style-type: none"> <li>• Working with diverse cultures and environments.</li> </ul>	

	<ul style="list-style-type: none"> <li>Commercial sector experience, minimum 2 years post qualification.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Flexibility</li> <li>Can do attitude.</li> <li>A full, clean driving licence &amp; access to dependable vehicle.</li> </ul>	

## Employee Benefit Package

- 25 days holiday (pro rata if part time)
- Hybrid working
- Length of service awards
- Group life insurance (Death in Service)
- Flu vaccination/voucher scheme
- Benefits platform, including;
  - Retail discount scheme
  - Gym discounts
  - Health Shield – Health cash plan, including;
    - Employee Assistance Programme (EAP)
    - SkinVision – mole/cancer checking application
    - Online health assessments
    - GP Anytime; virtual GP surgery and private prescription service

## Corazon Health Limited

Corazon Health is a private sector business to business OH provider, servicing clients across the UK. Our services focus on supporting management of health in the workplace. We have a diverse portfolio of over 300 clients, who are in an equally diverse range of business sectors such as education and manufacturing.

## Equal Opportunities

*Corazon Health supports the principle of Equality and Diversity in employment wholeheartedly and opposes all forms of unlawful or unfair discrimination on the grounds of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*

*We take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment and selection are based solely on individual merits and abilities, appropriate to the job.*

*We work within the requirements of all current legislation, and we implement the provisions of regulatory codes of practice in employment.*

## How to Apply

To apply for this role, please send your CV and a Letter of Interest (covering letter) to Neelam Damania, HR Senior Coordinator, in your first instance: [hr@corazonhealth.co.uk](mailto:hr@corazonhealth.co.uk)

If you have any questions, please do not hesitate to ask.