Job Description & Person Specification

Position:	Occupational Health Technician (OHT) **MUST HAVE OHT EXPERIENCE**
Reports to:	Senior OHT
Salary band:	£27,000 - £30,000 Dependent on experience Full Time Eqivalent
Position type:	Maternity Leave Fixed Term Contract to March 2028
Hours:	Part Time, 3-4 days a week, not a Friday, hours mainly 9-5 could be 8-4 with an occasional night or late shift
Location:	Ideal location is Littleport, geographical cover is Wisbech, Kings Lynn, Bury St Edmunds, outskirts of Cambridge & Corazon Health office 

Job Summary

This role is a peripatetic role and includes travel within an agreed area to Corazon Health's clients to provide the following services as required:

- Health surveillance (client site or Corazon office) - provide routine assessment across a range of topics such as spirometry, audiology, phlebotomy, skin assessment, forklift truck medicals and HAVs.
- Wellbeing - delivering health promotion activities.

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 and you may be expected to complete administrative work (with full guidance) at the Corazon 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.

Key Relationships

- 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.



Clinical

- Undertake health surveillance as required and working to agreed protocols.
- Maintain OH Health Surveillance records and to ensure complete and accurate documentation.
- Maintaining up-to date and accurate manual and computerised records for OH in accordance with Data Protection, Medical Confidentiality and Company requirements.
- Work within the boundaries of knowledge escalating appropriately.
- Escalate issues as they arise.

Health Promotion

- Undertake health promotion activities as required working to agreed protocols.
- Undertake DSE assessments providing advice as required following protocols.
- To participate in educational programmes for own professional development, where agreed, and attend annual training.
- Demonstrate a willingness to learn new skills and develop areas of specialist interest, including taking on research or projects.

Data and Governance Support

- Assist the Data, Compliance & Governance Manager to:
    - Complete the monthly clinical audit programme.
    - Execute timely transfers of clinical records in and out of the business.
    - Manage clinical records in accordance with our privacy notice.
    - Manage Company Documents in accordance with internal policies and processes
    - Support in Project and audit work as and when required.

Operational Team Support

- Assist the Operations team to:
    - Provide ad hoc administrative support, including to complete tasks assigned by the project team and to provide support to members of the Operations Team to allow time to be allocated to Cority Projects.

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.

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

Person Specification

Criteria	Essential	Desirable
Qualifications	• English and Maths (Grade C)	• Understanding of health surveillance

Skills/Competencies	• Computer skills, proficient with Microsoft.
	• Enthusiastic
	• Fully competent to provide routine assessment across a range of topics such as spirometry, audiology, skin assessment, forklift truck medicals and HAVs.
		• Previous use of Cohort / Cority / Teams
		• Ability to perform:
		  ○ Vaccinations
		  ○ Phlebotomy
		  ○ ECGs
		  ○ Face fit testing
		  ○ Screen NSQs

Experience Required	• Previous experience of working as an OHT • Working in a peripatetic role with diverse cultures and environments. • Ability to make decisions within limits of training. • People management • Previous experience of OHT employment	
Personal Qualities	• Flexibility • Resilience • Can do attitude • Willingness to learn new skills • Full, Clean driving licence & access to dependable vehicle.	• Full, Clean driving licence & access to dependable vehicle (due to location of office).

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: Neelam.damania@corazonhealth.co.uk

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