

## Job Description & Person Specification

<b>Position</b>	Occupational Health Advisor – East Midlands Area
<b>Reports to</b>	Clinical Manager
<b>Salary band</b>	£36,000 - £45,000 pro rata
<b>Hours</b>	Permanent, Part Time, 30 hours, 4 days per week, M / T / Th / F ideally, or 3 days per week
<b>Qualification Requirements</b>	Ideally, HAVS Tier 3 Qualified

### Job Summary

Providing the full OH remit in the commercial sector, demonstrating fully independent clinical practice.

### Key Relationships

- Clinical & Operational Director
- Clinical Operations Manager and team
- Corporate Services Senior Coordinator
- Clients

### Role Responsibilities

- Demonstrate the ability to interact, cooperate and establish effective working relationships with Corazon 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.
- Demonstrate & role model our ELITE behaviours, leading by example to encourage a culture of fairness, equity and engagement.



## 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.

## Personal 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>	<ul style="list-style-type: none"> <li>Ideally HAVS Tier 3 qualified</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>	
Experience Required	<ul style="list-style-type: none"> <li>Working with diverse cultures and environments.</li> <li>Commercial sector experience, minimum 2 years post qualification.</li> </ul>	
Personal Qualities	<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

### Package:

- 3-4 days per week role
- Monday, Tuesday, Thursday, Friday 9-5, 8-4 ideally
- Role is based at client sites with an element of hybrid wfh each week (unable to provide the exact split)
- Salary range £36,000 - £45,000 pro rata

Corazon Health Limited,  
5-6 The Mill, Copley Hill Business Park,  
Cambridge Road, Cambridge, CB22 3GN

Corazon Health Limited is registered in England and Wales; Company Number 4434615

Tel: 01223 834404  
Web: [www.corazonhealth.co.uk](http://www.corazonhealth.co.uk)  
E-mail: [sales@corazonhealth.co.uk](mailto:sales@corazonhealth.co.uk)

## Benefits

- 25 days holiday (pro rata)
- Hybrid working
- Length of service awards
- Group life insurance (Death in Service)
- Flu voucher scheme
- Benefits platform, including;
  - Cycle to work scheme
  - Technology purchase scheme
  - Car maintenance scheme
  - Retail discount scheme
  - Gym discounts
  - Health Shield – Health cash plan, including;
    - Employee Assistance Programme (EAP)
    - Online health assessments
    - GP Anytime; virtual GP surgery and private prescription service

## How to Apply:

To apply for this role, or if you have any questions, please contact Clare Osborne, HR Senior Coordinator, in your first instance:

[clare.osborne@corazonhealth.co.uk](mailto:clare.osborne@corazonhealth.co.uk)

## 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.*

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