

Job Description & Person Specification

Position:	Occupational Health Advisor
Reports to:	Clinical Manager / Deputy Clinical Manager
Salary band:	£48-50,000 FTE dependent on experience
Position type:	Permanent, full time or part time 3 days per week, minimum.
Hours:	Flexibility with hours.
Location:	Catalent Swindon Site. 3 days week If full-time Swindon and surrounding areas.

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 client site based role. It includes travel within an agreed area to other Corazon Health's clients if full time is requested otherwise 3 days based at the Catalent, Swindon site. There may be occasions if full time where you are able to work from home providing the following services (all these services are required for Catalent)

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

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.

If working full time there may 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 home to continue working (travel/set up equipment/pack up equipment time is given) following this.

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



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.

Vaccination and phlebotomy

- Be competent in administering vaccinations to a medical directive and in taking blood

WellBeing

- Be competent to deliver a wide range of wellbeing topics, support for presentations & materials is provided from Corazon Health

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	• English and Maths (Grade C) • Registered General Nurse (Level 1) • Full qualification in Occupational Health from a recognised source,	

	either at certificate, diploma or degree level.	
Skills/Competencies	- Competent with basic IT functions such as the use of Microsoft Office. - Enthusiastic	Experience of Cority
Experience Required	- Working with diverse cultures and environments. - Commercial sector experience, minimum 2 years post qualification.	
Personal Qualities	- Flexibility - Can do attitude. - A full, clean driving licence & access to dependable vehicle.	

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



OCCUPATIONAL HEALTH SERVICES

Balancing Commerciality and Integrity Informing and Empowering Building Sustained Partnerships

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

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