

Person Specification

Job Title:	Occupational Health Lead Nurse	Division/Department:	Corporate / Occupational Health	Band:	8A
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Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		A, I
Training & Qualifications	<ul style="list-style-type: none"> • Qualified Nurse Practitioner Registered with appropriate regulatory body (NMC.) • Specialist Community Public Health Nurse (Part 3 NMC) • Additional management training or equivalent level of experience • Good general knowledge of the NHS and current clinical standards within Occupational Health services • Teaching course or relevant experience • Specialist knowledge of governance and risk management • Evidence of CPD • Up to date knowledge of NHS / DH / HSE legislation and best practice guidance • Up to date knowledge of DH Health and Well Being initiatives • Understanding of GDPR and its impact on Occupational Health services 	<ul style="list-style-type: none"> • Masters degree or equivalent post basic training 	A,I

Experience	<ul style="list-style-type: none"> • Experience of leading and delivering programmes of change within an Occupational Health Service. • Experience of working in Occupational Health in the NHS • Experience of working with private contractors • Post registration experience including management and leadership experience • Partnership working • Clinical governance 	<ul style="list-style-type: none"> • Project management experience • Involvement in business planning • Knowledge of complaints management • Knowledge of budgets/financial control 	A,I
Communication and Relationship skills	<ul style="list-style-type: none"> • Excellent communications skills, written and oral • Ability to build successful teams • Ability to influence and motivate staff to deliver challenging targets • Ability to manage conflict • Strong leadership qualities • Demonstrates negotiation skills • Able to motivate and support others and encourage effective team working • Able to work collaboratively with private customers 		A,I

Analytical and Judgement skills	<ul style="list-style-type: none"> • Excellent problem solving skills using team when appropriate • Experience of audit and audit tools • Able to present and receive complex information within the multi professional team • Understand highly complex clinical information and to be able to inform clinical strategy • Business focused • Ability to produce high quality reports 		A,I
Planning and organisation skills	<ul style="list-style-type: none"> • Understanding of pro-active performance management within Occupational Health • Ability to prioritise own workload and maintain consistent standards • Able to manage capacity and demand to meet service targets • Forward thinking, innovative • Demonstrates strong organisational skills and abilities • Ability to work on own initiative but also as part of a team • Ability to plan strategies which impact positively across the service. 	<ul style="list-style-type: none"> • Service Re-design knowledge and skills • Managing change 	A,I
Physical skills	<ul style="list-style-type: none"> • IT skills to manage and report on complex service and performance management information • Good understanding of IT systems and willingness to manage clinical aspects • Adaptable and flexible • Positive, enthusiastic and motivated • Confident 		A,I

<p>Other requirements specific to the role (e.g. be able to work shifts/on call)</p>	<ul style="list-style-type: none"> • Ability to work across multiple sites • Requirement to attend meetings off site • Occasional out-of-hours working • Ability to work across professional boundaries 	<ul style="list-style-type: none"> • Ability to drive to sites and meetings 	<p>A,I</p>
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