

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Occupational Health Nurse Manager</b>
<b>LOCATION:</b>	<b>McKinney House, Musgrave Park Hospital. (The Occupational Health Service also provide a range of external contracts)</b>
<b>BAND:</b>	<b>Band 8A</b>
<b>REPORTS TO:</b>	<b>Head of Occupational Health &amp; Wellbeing and Associated Services</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Human Resources And Organisational Development</b>

### **Job Summary / Main Purpose**

The post holder will support the Head of Occupational Health & Wellbeing in the leadership and development of a culture of excellence, safe, effective and compassionate health and social care within the occupational health nursing team to deliver high quality services to the Trust and a range of external customers. A key responsibility will be to provide operational management and visionary leadership to the Occupational Health Service. The post holder will act as a role model demonstrating collective and transformational leadership in everyday working and help others to develop their leadership potential. The post holder will support the ethos and provision of a health and well-being service working with related services within and external to the Trust.

The post holder will take a lead role in the strategic planning of Occupational Health Services and ensure the delivery of effective multidisciplinary working, effective financial management and the most efficient use of all resources.

The post holder will ensure a robust clinical governance framework is in place for nursing practice ensuring that NMC standards are adhered to and supporting the development of evidence based service standards. He/she will undertake professional supervision for Band 7 nurses, working to develop the practice of the occupational health nursing team and ensuring statutory, professional and supervisory requirements are met.

### **Main Duties / Responsibilities**

Reporting to the Head of Occupational Health & Wellbeing and working with

delegated responsibility, the Occupational Health Nurse Manager will;

- Support the delivery of high quality, safe, effective and compassionate care in the Occupational Health Service through professional leadership and management.
- Provide visionary leadership and direction to improve quality of care and service outcomes.
- Act as a role model demonstrating collective and transformational leadership in everyday working and help others to develop their leadership potential.
- Oversee the effective and efficient operational delivery of occupational health nursing service to the Trust and external customers; ensuring the optimum use of resources by planning and deploying staff and resources to meet the Trust aims and objectives within the agreed budget framework.
- Work closely with the Head of Occupational Health & Wellbeing to ensure that departmental procedures support the efficient delivery of occupational health services against specific KPIs.
- Act as the professional lead to occupational health nurses working within the Trust and providing services to external customers ensuring systems and process are in place to promote compliance with NMC, DOH and Trust supervision standards.
- Support ongoing service development and quality improvement initiatives within the Occupational Health Service.
- Provide specialist advice to all professions when appropriate on all aspects of occupational health.

Work closely with the Head of Occupational Health & Wellbeing to support the Quality Management System and ensure that departmental Standard Operating Procedures are regularly reviewed and updated.

- Actively participate in the development and revision of policies and procedures, which reflect current legislation and where applicable contribute to the ongoing development of best practice.
- Take a lead role in implementing and managing a nursing staff development framework to support their development within the Occupational Health Service in keeping with the Trusts statutory and professional standards.
- Provide leadership and management support to the occupational health nursing team, ensuring that there are clear lines of accountability and that the structure, roles and responsibilities of the nursing team support the delivery of a safe, effective and efficient occupational health service.

- Lead in the development of evidence based practice, person centred practice and new approaches to continual professional development within the field of occupational health.
- Contribute to the needs analysis, and the development of business cases to support and evaluate new service models to deliver a high quality occupational health service.
- Be responsible for establishing safe systems of work to comply with all statutory and professional regulations.
- Lead the nursing team and oversee the co-ordination of all processes to ensure the delivery of high quality, effective, efficient and flexible nursing service.
- Develop, promote and implement service standards to ensure excellence in occupational health nursing practice and influence regional practice.
- Work with the multi-disciplinary team and external stakeholders to identify, shape and influence service modernisation and change.
- Ensure that nursing staff working in Occupational Health are developed including their professional supervision, mentorship and reflective practice opportunities.
- Adhere to DHSSPS and NMC and all other relevant Professional body standards for practice requirements and standards.
- Adhere to relevant Trust and all other relevant standards, policies and strategies.
- Participate in and influence the commissioning of nurses and other professional education in the field of occupational health.
- Formulate training, education and development plans, which are consistent with the strategic direction of the Trust ensuring their delivery within the Trust in collaboration where appropriate, with recognised training and education establishments.
- Maintain own professional and personal development in accordance with Professional standards

## **Quality and Governance**

Reporting to the Head of Occupational Health & Wellbeing and working with delegated responsibility, the Occupational Health Nurse Manager will be expected to contribute to the quality and governance arrangement of the occupational health nursing team, having responsibility for the following:-

- Liaise with the Risk and Governance Department to ensure robust arrangements are in place to meet controls assurance standards, the assessment and management of risk.
- Contribute to the maintenance of and actions arising out of the Risk Register in line with Trust policy and procedure.
- Take a lead role in for the implementation of effective performance monitoring and management arrangements within the nursing team.
- Take a lead role in both clinical and service audit, research and evidenced based practice.
- Ensure the processing and management of complaints comply with DHSSPS and Trust complaints procedure and are underpinned by transparency and a culture of continuous improvement.
- Participate and lead projects as identified in quality initiatives such as ISO and SEQOHS.
- Ensure that agreed professional and managerial standards, objectives and statutory requirements are met
- Put in place systems to monitor compliance with standards and identify needs for service improvements
- Develop methodologies to engage with the nursing team and other members of the multidisciplinary team to enhance ownership of and the active participation of all in the development of the occupational health service.
- Promote a research and evidence based practice culture within the service to enhance person-centred and compassionate care.
- Identify opportunities to develop quality and services by ensuring that there are effective systems in place to ascertain patient experience/feedback.
- Participate in the Trust's performance review scheme. To review the performance of those reporting to him/her on a regular basis and to provide direction on personal development requirements and appropriate action.
- To take responsibility for own performance and take action to address identified personal development areas.
- To maintain good staff relationships and morale amongst the staff reporting to him/her, through effective feedback, recognition, appraisal and development.
- To participate as required in the selection and appointment of staff reporting to him/her in accordance with Trust procedures.

- To take such action as may be necessary in disciplinary matters in accordance with Trust procedures.
- To promote the Trusts' policies on "Equality of Opportunity" and the promotion of "Good Relations through his/her own actions and ensure that these policies are adhered to by staff for which he/she has responsibility.

### **Strategic Planning and Development**

- Delivery of annual targets through effective performance monitoring and management
- Work closely with commissioners and relevant stakeholders to secure their commitment and involvement in the implementation of planning initiatives and targets.
- Support the Service Manager in the review, development, implementation and delivery of services, ensuring integration with corporate and directorate strategies and service delivery priorities.
- Support the Service Manager in the development of strategic and operational plans for the delivery of services in line with regional strategies, Ministerial and HSCB priorities.
- Contribute to the Trust's corporate planning, policy and decision-making processes as required and ensure the Trust's objectives and decisions are effectively communicated.

### **Financial and Resource Management**

- Undertake duties as required within delegated authorised signatory level, complying with financial instructions and standards of business conduct.
- Proactively identify cost pressures and monitor delegated budgets, to ensure effective and efficient use of resources, completing variance analysis and financial action plans as required, achieving financial targets.
- Support the Head of Occupational Health & Wellbeing in service level agreement negotiations with external customers.

- Support the Head of Occupational Health & Wellbeing in the development and delivery of capital investment strategies ensuring these reflect and contribute to meeting targets set by the HSCB and Trust Corporate Plan.
- Ensure that nursing staff are equipped with the necessary resources to undertake their role effectively and highlight any deficits in the provision of resources to the Head of Occupational Health & Wellbeing.
- Maintain own knowledge and skills in relation to research, development and audit ensuring that the nursing team are kept apprised of relevant developments in occupational health nursing practice.
- Research specific areas of occupational health and develop appropriate Standard Operating Procedures and guidelines for use in the Trust and externally.
- Ensure nursing staff are provided with regular briefing/training sessions.

## **People Management**

- Provide clear and strategic leadership to staff within the area of responsibility, to ensure the service has a highly skilled, flexible and motivated workforce to provide high care.
- Promote the corporate values through the development and implementation of relevant policies and procedures, and appropriate personal behavior.
- Lead the development and implementation of performance development for staff and workforce modernisation initiatives for the service.
- Ensure that management structures and practices support a culture of effective team working, continuous improvement and innovation.
- Ensure full engagement of all nursing staff working in the Occupational Health Service multidisciplinary team.
- Work in conjunction with the Head of Occupational Health & Wellbeing in the development and implementation of workforce modernisation initiatives within the Service Group.
- Lead by example in practising the highest standards of conduct in accordance with Trust policies and the Code of Conduct for HPSS Managers.
- Identify opportunities and develop programmes of work that will support the Trust's commitment to multi-professional education and training in partnership with the Service Manager and Clinical Services Leads.

- Assist in the development of an educational strategy and ensure there are systems in place to identify the education and training needs of nursing staff which are underpinned by service priorities and organisational objectives.
- Participate in the Trust's Appraisal framework. Review individually on a regular basis the performance of immediate subordinate staff. Provide guidance on personal development requirements and advise on and initiate, where appropriate, further training.
- Ensure that the review of performance identified above is performed for all levels of staff within the Trust in accordance with the Trust policy.
- Take such action as may be necessary in disciplinary matters in accordance with procedures laid down by the Trust.
- Promote the Trust's policies on 'equality of opportunity', and the promotion of 'good relations' through his/her own actions, and ensure that these policies are adhered to by staff for whom he/she has responsibility.
- Maintain good staff relationships and morale amongst the staff reporting to him/her.

## **Leadership**

- Be a visible, assertive and accessible figure who supports the clinical managers ensuring priorities meet both Trust and Service Group objectives.
- Provide clear professional leadership for staff within the service of responsibility.
- Provide clear leadership to all within their services and ensure the Trust has a highly skilled, flexible and motivated workforce to provide high quality care.
- Responsible for the implementation of all relevant national and Trust policies, to ensure policy translates into practice.
- Actively works to support and empower staff to develop and utilise leadership skills, ensuring they are invested in appropriate levels of authority to undertake their role effectively in an accountable manner.
- Contribute to a culture of positive performance management through leadership, setting and maintaining high standards of practice whilst promoting a culture of effective team working, continuous improvement and innovation.

Facilitates team to work across professional and organisational boundaries.

## **Development and Innovation**

- Actively promote new ways of working and models of service delivery to improve services for users of the Occupational Health Service.

- In conjunction with the Head of Occupational Health & Wellbeing , promote innovation and change to underpin the modernisation of the Occupational Health Service with a view to re profiling of services where necessary.
- Analyse and interpret relevant data/information, ensuring informed decision making.
- Ensure the implementation and monitoring of best practice across the services area.

### **Professional Management**

- Liaise closely with professional heads/leads as appropriate to ensure sound governance arrangements across the Occupational Health Department and the provision of professional support and advice.
- Ensure that processes are in place to ensure that all professional policies, procedures and legislative standards are issued, implemented and monitored.
- In conjunction with the Head of Occupational Health & Wellbeing ensure that workforce plans are developed and implemented to ensure the effective and efficient provision of nursing staff for the provision of services to the Trust and external customers.
- Respond to operational/managerial issues where the situation is out of the experience/knowledge of the individual manager and assist senior and middle managers with problem solving.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.

- Comply with the HPSS Code of Conduct.

## **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

**For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR**

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;

- Ensuring compliance with High Impact Interventions.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**     ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## PERSONNEL SPECIFICATION

**JOB TITLE / BAND: Occupational Health Nurse Manager Band 8A**

**DEPT / DIRECTORATE: Occupational Health Service/ Human Resource & Organisational Development**

### Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

### ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<b>Experience Qualifications Registration</b>	<ul style="list-style-type: none"> <li>• Must be on the NMC register Part 1 (Adult)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Have at least 5 years post registration experience to include a minimum of 2 years as a band 7</li> <li>• Hold a diploma/degree in nursing or</li> </ul>	Shortlisting by Application Form

	equivalent	
<b>Other (e.g. Driving etc.)</b>	Hold a current full driving license, which is valid for use in the UK and have, access to a car on appointment. Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements.	Shortlisting by Application Form
<b>Knowledge Skills Abilities</b>	<ul style="list-style-type: none"> <li>• Evidence of working with a diverse range of stakeholders both internal and external to the organisation in order to achieve successful outcomes.</li> <li>• Evidence of successfully leading and managing teams and ability to work with a multidisciplinary team to achieve the best outcomes.</li> <li>• Evidence of achieving improvements at an organisational level, within performance management/monitoring activities.</li> <li>• Evidence of experience in the development, implementation, monitoring and review of policy/procedures and guidance.</li> <li>• Ability to facilitate and promote the development of new clinical services/products and initiate changes in service delivery.</li> <li>• Experience of financial management and budgetary control in a major complex organization.</li> <li>• Evidence of experience using word processing, spreadsheets, database and presentation software to an advanced level.</li> <li>• Effective people management, governance, leadership and organisational skills and contribution to</li> </ul>	<p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p> <p>Shortlisting by Application Form</p>

	the delivery of key performance indicators for a minimum of 2 years.	
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## DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
<b>Other (e.g. Knowledge Skills Abilities)</b>	Evidence of leading on a qualitative change initiative within Health and Social Care.	Shortlisting by Application Form

### NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

### Healthcare Leadership Competencies

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at:

Particular attention will be given to the following:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results

### **Values Based Recruitment**

Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of Health and Social Care in Northern Ireland (see below). It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required values to be effective in this new role along with the knowledge, skills and competencies needed.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the HSC.

# HSC Values associated behaviours

## What does this mean?



### Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

## What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



### Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



### Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



### Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen fully to others to better help them.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others

