# Hosting Proforma

NICS HR

Name of Host

Organisation

**1. Interchange Manager’s details**

Amber Simpson

Name

Organisation/

NICSHR

Department

2-4 Bruce Street

Belfastt

BT2 7JD

Address

Telephone Fax number

028 9025 1821

Number

[amber.simpson@finance-ni.gov.uk](mailto:amber.simpson@finance-ni.gov.uk)

E-mail

Type of Opportunity

**Secondment**- period of 12 months Senior Occupational Health Nurse Specialist

**2. Details of hosting opportunity**

Description of opportunity

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| This is an exciting time to join the NICS Occupational health and wellbeing team. We are an evolving department, going through some exciting transformational projects which is leading us to some new opportunities.  The **Senior Occupational Health Nurse** will work as part of a multi-disciplinary team which includes administrative staff, medical officers, other senior occupational health nurse specialists and an occupational therapist (mental health) to provide a range of occupational health services to clients. The Senior Occupational Health Nurse will report to the Principal Occupational Health Nurse and will have the support of the OHS multi-disciplinary team. The purpose of the post is to ensure that OHS is responsive to the existing and emerging healthcare needs of the NICS and client bodies. This will include professional advice on a wide range of workplace health related issues, health promotion, health protection programmes and input to policy and procedure development.   * Screen pre-employment health related information, and carry out assessments, including baseline health surveillance assessments for recruits where required.      * Screen and carry out health surveillance assessments of individuals to satisfy statutory obligations and departmental policy; to include audiometry, hand arm vibration and spirometry. * Undertake initial assessment of fitness for role, provide health improvement advice, progress referrals to the OHW multi-disciplinary team, implement rehabilitation plans to facilitate an early return to work and provide management advice by way of referral report. * Maintain accurate records in a safe confidential manner through the use of IT databases in accordance with relevant legislation including GDPR, NMC requirements and organisational Information Assurance guidance. * Participate in occupational vaccination programmes. * Develop, provide and manage a range Health Promotion initiatives. * Act as a source of health advice and information. * Contribute to the development and review of policies and procedures. * Participate in the audit programmes of the service. * Participate in activities to maintain continuing professional development (CPD) requirements. * Comply with the NMC ‘Code of professional practice’ and submit evidence of annual registration, and three yearly revalidation requirements. |

Main objectives of the opportunity

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| This secondment will provide an opportunity to develop transferrable skills, experience, and insights through working as part of a large multi-disciplinary team in providing nursing assessment, care, and advice to management and individual clients within a fast paced and dynamic environment. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Registered general nurse live on part 1& 3 of the NMC registers. * Previous occupational health experience minimum 1 year * Have experience in Immunisations & phlebotomy. * Experience in health surveillance * Has an interest in governance, policy development and auditing * Experience in wellbeing programme development |

**4. Personnel: Please state below**

Who will the individual report to?

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| Amber Simpson - Principal Occupational Health Nurse Specialist |

Who will be the individual’s line manager and/or reporting officer?

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| Amber Simpson |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This opportunity allows the sharing of best practice within Occupational health. This opportunity will enhance the candidate’s skillset to include project managing, contribution to policy change and improve our general ways of working. As we strive to be best in class within the field of occupational health, we are keen to garner experience from other public sector organisations. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: Start date as soon as suitable candidate has been identified and a release date has been agreed.  **Duration**: 1 Year- possibility of a further extension subject to the agreement of all parties.  **Location**: 2-4 Bruce Street, Belfast BT2 7JD  **Security**: The candidate will also be required to complete and pass an appropriate level of security vetting. The level required for this post is; Counter Terrorist Check (CTC)  **Funding**: NICSHR will meet the salary and associated costs for the role.  The salary range will be in line with the NICS Deputy Principal pay scale which is currently £40,300- £43,191.  **Closing Date:** The Deadline is **4.00pm on Monday 19th June 2023** and Applications must be submitted by email to**:**  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Amber Simpson** |

**Signed:**

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| **30 May 2023** |

**Date:**