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| Last updated: | October 2022 |

**JOB DESCRIPTION**

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| Post title: | Senior Administrator (Occupational Health & Wellbeing) | | |
| Academic Unit/Service: | Professional Services | | |
| Faculty: | Health, Safety & Risk | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Wellbeing Manager | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based | | |

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| Job purpose |
| Ensure the provision of comprehensive, effective and efficient administration and operational support to Occupational Health & Wellbeing as part of the Health, Safety & Risk Directorate. This includes administrative support for a key University project to review the Occupational Health provision at the University. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To provide administrative support for the occupational health and wellbeing teams within Health, Safety & Risk including handling enquiries, liaising with internal and external stakeholders and maintaining internal web pages. | 35% |
|  | To organise events, ensuring that all activities run efficiently by co-ordinating diaries, booking venues and supplying relevant information. | 25% |
|  | To undertake research and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues. | 10% |
|  | To provide detailed advice and guidance on specialist defined processes and procedures to internal and external customers, using judgement to suggest the most appropriate course of action where appropriate. | 10% |
|  | To undertake financial administration processes and provide support to management with budget monitoring processes. | 5% |
|  | To provide secretariat services to various meetings relating to occupational health & wellbeing, including the compiling of agendas, collating and distributing papers, preparing minutes and monitoring actions. | 5% |
|  | To review procedures and processes relating to occupational health and wellbeing ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Internal Contacts  The post holder is required to effectively communicate with the University community at all levels, obtaining information from, providing information to and developing good relationships with contacts across the University.  External Contacts  UHS – provision of OH services  External health and wellbeing service providers. |

| Special Requirements |
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| The post holder must be able to work on their own initiative and have excellent communication, organisation and IT skills. Experience of working in an occupational health and/or wellbeing environment is desirable but not essential for the role. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures, and an awareness of activities in the broader work area  Able to accurately analyse and interpret complex qualitative data, presenting summary information in a clear and concise format.  Able to make effective use of standard office computer systems including word processing and spreadsheets. | Educated to Degree Level  RSA II word processing (or equivalent qualification or experience).  Financial administration/budget monitoring experience.  Experience of working in an occupational health and/or wellbeing environment. |  |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s standard and non-standard work activities.  Able to successfully plan and deliver administrative projects over a period of several months. |  |  |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiate to tackle some situations in new ways and by developing improved work methods.  Able to work on own initiative to resolve problems and queries. |  |  |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations. |  |  |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Able to deal with sensitive information in a confidential manner. |  |  |
| Other skills and behaviours |  |  |  |
| Special requirements | Ability to work independently |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |