



JOB DESCRIPTION

Title: Occupational Health and Wellbeing Nurse

Reports to: Occupational Health Lead, Advisor & Secretary of the Royal Opera House Benevolent Fund

Main Purpose of the Job:

To support Occupational Health Lead and Occupational Health Advisor to provide a comprehensive, proactive and impartial Occupational Health advisory service to employees and managers of the Royal Opera House.

Help support Health surveillance.

Work with Occupational Health Lead to help create and maintain a Mental Health Awareness program and support.

To provide professional, efficient, proactive and comprehensive wellbeing support and carrying out general office duties.

To support a culture of collaborative team working and cross-team working.

To contribute to a culture of continuous learning and continuous improvement.

Core activity

- Help support best practice OHU services to support the ROH's ambition to be a 'great place to work'.
- Provide effective administration support to the various specialists and third-party providers that are part of the OHU provision.
- Supporting the implementation of a Mental Health Program and support for staff and artists and organising deliver of mental health services.
- Proactively support employees with mental health difficulties to access counselling and signpost them to other appropriate mental health services.

Key responsibilities

- Receive, acknowledge, organise and reply to all internal and external correspondence in a professional and timely manner and redirect as necessary. Liaise with internal staff at all levels, resolving issues proactively.

- Organise meetings, events, diary appointments for the OH Lead, OH Advisor & therapists to enable their time to be used effectively and to the best advantage within the ROH.
- Allocate pre-employment questionnaires and management referrals received to the OH Lead and OH Advisor's diaries and subsequent administration of these bookings.
- Assist with Health surveillance (Lung function and hearing tests)
- Assist with health questionnaire clearances.
- To provide support to staff and artists who are emotionally and psychologically distressed, referring on to a senior colleague or counselling service as appropriate.
- Liaise with visiting therapists, osteopath, physiotherapist, massage therapist, acupuncturist, ad hoc nurse, etc.
- Manage the update of the Occupational Health assessments on the OHU software system (Cority) and ensure compliance with GDPR.
- Maintain accurate records including the health surveillance records undertaken under the COSHH Regulations and Noise at Work Regulations that can be easily accessed for the HSE.
- Maintain vaccination records.
- Manage the recall programmes for routine health surveillance and vaccinations.
- Communicate and work collaboratively with the OH Lead, OH Advisor, HR professionals, Health and Safety Manager and liaise with external agencies as required to exchange information in support of a proactive and timely approach to case management and health and wellbeing initiatives.
- Communicate with Specialists and General Medical Practitioners when appropriate.
- Foster and maintain relationships with specialist individuals and organisations as directed by Occupational Health Lead and Advisor.
- Arrange yearly calibration of OH equipment to comply with health surveillance and maintain accurate calibration records.
- Order clinic supplies and office stationery as required within agreed budget to ensure resources are available when required.
- Produce an update report on Cority software, on all cases, health surveillance, pre-employment health assessments, vaccinations, and therapists' activities as determined by the service delivery specification.
- Manage their own administration.
- Work with the employee assistance programme account manager to promote mental health initiatives.

Benevolent Fund

- Support work of the Royal Opera House Benevolent Fund.
- Work with Occupational Health Lead and Advisor on various Benevolent fund specific responsibilities.

General

- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments.
- Proactively demonstrate a commitment and contribution to the Royal Opera House's health, safety and wellbeing culture in all activities.
- Ensure confidentiality in line with organisational policy and data protection requirements at all times.
- Assist the Health and Safety Manager and Chief People Officer with other duties and project work as instructed.

PERSON SPECIFICATION

Essential skills and experience

- Experience of managing and delivering mental health services
- Experience in supporting mental health initiatives and supporting/assisting adults with mental health difficulties to access counselling.
- Ideally trained to do health surveillance.
- Good understanding of mental health issues
- Registered Nurse
- Strong computer and administrative skills.
- Ability to work autonomously and prioritise workload.
- Good standard of planning and organisational ability.
- Experience of scheduling meetings, events, preparing agendas and documentation, taking and drafting accurate minutes.
- Excellent interpersonal and communication skills with a high standard of verbal and written English.

Essential Personal Aptitudes

- Excellent interpersonal skills with the ability to liaise with staff at all levels both internally and externally.
- Ability to remain calm whilst working under pressure, dealing with members of the public or to demanding deadlines whilst maintaining a flexible approach.
- Ability to work on own initiative.

Continuous Improvement

- Ability to work to and support a culture of continuous improvement.
- Commitment to managing own learning and continuous development relevant to the role.

Desired Skills, Knowledge and Experience

- Previous experience of working in an occupational health nurse role/health surveillance experience preferred.
- Desirable to have had mental health first aid/practitioner training.
- An interest in and enthusiasm for the Arts.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

