

**Occupational Health Advisor – Full or Part Time**

**Competitive Salary & Excellent Benefits Package**

PAM OH Solutions is looking to employ an experienced Occupational Health Advisor to provide services from home and from our client’s premises in Brackmills and Kempton. You will cover 4 clinics per month at these locations, the rest of your time will be spent working from home undertaking telephone consultations. The role is working a minimum of 3 days per week but we can also offer 4 or 5 days per week if preferred

The successful candidate will be responsible for pro-active Sickness Absence Management of short and long term absence cases, both face to face and via telephone consultations.

The role will involve:

* Advising on phased return to work programmes.
* Conducting Health Assessments, reporting on the outcomes within agreed timescales and to PAM OH standards, policies and procedures and NMC guidelines.
* Managing Health Records ensuring safe storage, security and confidentiality of all OH records, at all times complying with relevant legislation and good practice.
* Producing management reports as required.
* Actively promotes fitness for work, both preventative and rehabilitative, raising the profile of OH amongst all levels of employees and management.
* Supporting the Businesses in reducing absence and improving their people potential at all times.
* Providing clear pragmatic advice to clients and employees that adds value to their decision making
* Seeking continuous improvement in the service provided, identifying opportunities to develop the function and proposing improvements and suggestions for continuous improvement.
* Attending meetings with client HR and Health and Safety teams

The ideal candidate will have the following:

* You must be a Registered General Nurse
* Hold a valid NMC Pin
* Hold or be working towards an Occupational Health Qualification, either certificate, degree or diploma
* Have experience of working with an Occupational Health role
* Effective Report Writing Skills
* Excellent Communication skills

The benefits package includes:

* Pension Scheme
* Health Scheme
* Life Insurance Scheme
* 33 Days Leave Including Bank Holidays, pro-rata for part-time work
* Business Mileage
* NMC Registration

If you feel this vacancy would be suitable for you – apply now!