

JOB DESCRIPTION

Post: Workplace Health Administrator
Grade: Band B **Job Evaluation Ref:**
District/Department: HR
Sector/Section: Workplace Health, Safety and Wellbeing
Location: OCC, Wymondham, Norfolk /
Capel St Mary, Suffolk
Reporting to: Workplace Health, Safety and Wellbeing
Manager

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To provide administrative support to the Workplace Health, Safety and Wellbeing Department.

2. Main activities of the role *(This list is not exhaustive)*

- Maintain employee medical records, ensuring that they are properly organised and archived or stored appropriately and in compliance with the highest standards of accuracy and confidentiality.
- Monitor and action the joint inbox as necessary.
- Manage stock levels of clinical consumables.
- Provide general administrative support to the department including processing invoices, booking appointments and arranging meetings.
- Provide administrative support to the Ill Health Retirement process.
- Receive and deal with both internal and external calls and sort post received in the department.
- Process applications to the police rehabilitation centre, Flint House.
- Administer medical reports from the Force Medical Advisor.
- Any other duties commensurate with the role and grade as may reasonably be required by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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Essential Criteria

1. Proven experience of undertaking a range of administrative tasks in a busy office environment.
2. Demonstrable experience of handling confidential and highly sensitive information with accuracy and attention to detail.
3. Proven ability to prioritise workload and work on own initiative without supervision.
4. Competent written, oral, interpersonal and customer service skills.
5. Competent working knowledge of Microsoft Office Suite and competent keyboard skills.
6. Proven ability to work on own initiative whilst also being able to work effectively as part of a team.

Desirable Criteria

1. Experience of working in an occupational health setting