**HUMBERSIDE FIRE AND RESCUE SERVICE**

**OCCUPATIONAL HEALTH & WELLBEING CENTRE ADMINISTRATOR**

**EMPLOYEE SPECIFICATION**

**Post Ref: H36S0503/04**

Temporary Established 🗹 Part-Time 🗹 Full-Time Job Share 🗹

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|  | **Essential** | **Desirable** | **How Measured** |
| Experience | * Well developed administrative skills in a range of office related functions.
* Experience of providing guidance and support to managers and employees.
* Maintaining confidential and sensitive records.
* Experience of planning and organising work to ensure continuity of service.
* Experience of collating data for reports from computerised systems
* Allocating resource to demand and diary management
 | * Experience of working within an Occupational Health/Clinical environment
 | Application FormInterviewReferences  |
| EducationTrainingQualifications | * Evidence of relevant and continuing professional development/training.
 |  | Application FormInterviewReferencesCertificates  |
| Special Knowledge | * Excellent IT skills including MS Word, Excel, SharePoint; conversant with MS 365 applications.
* Experience of inputting, amending, and extracting data from a computerised management information system
 | * Understanding of Occupational Health processes
* Experience in the use of OPAS, FireWatch, Pro Health Analytics, APTOS, RIVO and Tranman
* Understanding of duty rota systems
* Understanding of Fire service health surveillance and fitness testing.
 | Application FormInterviewReferences  |
| Skills | * High level of communication and interpersonal skills, both verbal and written.
* Sensitivity to others, empathy, discretion, tact and diplomacy.
* Organisation: ability to plan and prioritise effectively.
* Proficient in departmental diary management and scheduling
* Ability to analyse information, monitor trends and write basic reports.
* Problem solving & decision making
* Dictation/typing of reports
 |  | Application FormInterviewReferences  |
| Working Arrangements | * Flexible to meet the needs of the department.
 |  | Interview |