**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 Form  Interview  References |
| Education  Training  Qualifications | * Evidence of relevant and continuing professional development/training. |  | Application Form  Interview  References  Certificates |
| 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 Form  Interview  References |
| 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 Form  Interview  References |
| Working Arrangements | * Flexible to meet the needs of the department. |  | Interview |