

HUMBERSIDE FIRE AND RESCUE SERVICE
OCCUPATIONAL HEALTH & WELLBEING CENTRE ADMINISTRATOR
EMPLOYEE SPECIFICATION

Post Ref: H36S0503/04

Temporary ☐ Established ☒ Part-Time ☒ Full-Time ☐ Job Share ☒

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Experience of working within an Occupational Health/Clinical environment 	Application Form Interview References
Education Training Qualifications	<ul style="list-style-type: none"> Evidence of relevant and continuing professional development/training. 		Application Form Interview References Certificates
Special Knowledge	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Flexible to meet the needs of the department. 		Interview