



Onsite Occupational Health Advisor (Part Time)

We are recruiting an experienced Occupational Health Advisor to work onsite within a large Manufacturing business. We are looking for an enthusiastic self-starter with a dynamic approach to their role and a passion for the health and well-being, who can work independently.

This is a permanent position working onsite in Plymouth 3 days a week. (22.5 hours a week)

Main Duties and Responsibilities

Delivering a range of services including:

- Occupational Health management referrals
- Case management
- Sickness absence
- Health surveillance, including mandatory health checks.
- Conduct workplace assessments
- New starter medicals
- Fitness for work
- To keep complete and accurate health records.
- Ensuring an accurate account of advice and decisions made.
- Flexibility to working hours as you may need to cover other shift times within the business.

Experience, skills and knowledge required for the role

- RGV Qualified
- Preferably OH Qualified to Diploma / Degree level
- Previous experience as an Occupational Advisor
- Case Management experience
- Experience of working collaboratively with HR, H&S & Management Teams
- First rate interpersonal and communication skills, (both written and verbal), with ability to advise, influence and develop positive relationships
- Highly developed organisational skills to manage own workload
- Proficient in IT, working with databases and Microsoft Word, Excel and Outlook with capability to produce high

To apply for this role, please submit your CV and covering letter to careers@bardenbearings.co.uk