

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Occupational Health Nurse
DEPARTMENT:	Health and Safety Compliance
SCHOOL / DIVISION:	Operations
REPORTS TO:	Health Clinic Coordinator, Occupational Health
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

This position is accountable for leading the development and delivery of high quality occupational health. The occupational health nurse(s) is responsible for the establishment and delivery of occupational health services, including preventive strategies and rehabilitation for compliance with the H&S at Work Act & associated regulations, ACC Injury Prevention, Rehabilitation and Compensation Act 2001 and the ACC Accredited Employer Programme.

2. ACCOUNTABILITIES:

- Provide occupational expertise and advice in relation to health hazards present in the University work environment, to individual workers, management and senior managers.
- Research, identify and seek agreement for the implementation of suitable occupational health hazard controls in the University environment.
- Provide rehabilitation and case management for work related ACC injuries to the required standards of the ACC Accredited Employer Programme.
- Provide education and teaching for all staff on occupational health issues and management of.
- Provide ergonomic advice for staff on work related matters, including design of new buildings and refurbishments.
- Participate in the provision of emergency response services and specialist assistance post-critical event.
- Establish and maintain therapeutic relationships with high hazard areas such as clinical areas, animal areas, etc. (e.g.: Dental School).
- Establish, conduct and report on occupational health monitoring requirements in relation to the University health exposure hazards.

3. KEY RELATIONSHIPS:

Internal:

- H&S team and Operations Division.
- All staff, managers, HODS and Senior Managers.
- OUSA.
- Health and Safety Committees, H&S representatives, Departmental H&S Officers and Administrators.

External:

- ACC.
- WorkSafe.
- NZOHNA and associated professional bodies.
- National Polytechnics and Universities.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- A registered nurse with a current practicing certification.
- Post graduate qualifications (occupational health or nursing).
- Current knowledge of the H&S at Work Act 2015 and regulations.

Preferred:

- Occupational Health Nurse experience, preferably in a large organisation.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Audiology certification, vaccination certification and trained in spirometry.
- Demonstrated ability to develop and maintain effective networks and key relationships.

Preferred:

- Proven record of professional leadership in similar role.
- Previous experience developing and implementing relevant systems, frameworks and associated policies and procedures.

6. SPECIAL REQUIREMENTS:

This position requires infrequent travel to all campus locations.

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.