

# Job Description



<b>JOB TITLE</b>	Ergonomic & Human Factors Onsite Specialist
<b>LOCATION/ DEPARTMENT</b>	Fareham & Petersfield
<b>REPORTS TO/ SUPERVISED BY</b>	Onsite Physiotherapy and Workplace Services Lead
<b>MAIN PURPOSE OF THE JOB: (JOB SUMMARY)</b>  An exciting full time role in which you will embed yourself into the client's culture, ethos, and methods. You will be responsible for actively exploring ways to improve the site ergonomics, leading on a multitude of projects, helping reduce musculoskeletal issues, improving methods of working, presentations, group work, manual handling training, exercise plans and more. This role is split over 2 sites. This is to be approx. 80% on the floor and 20% desk based.	

**KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)**

- To work closely with and take direction from the Occupation Health Advisor to assist with range of assessments, including ensuring musculoskeletal health in the workplace, exercise programs, innovative ergonomic changes, and developments, DSE assessments, ergonomic recommendations and change implementations, workplace assessments, Job Demand and Risk analyses, manual handling education and training, project work, presentations to groups and health interventions.
- To work closely with key IPRS Health staff to develop this role as it progresses.
- To develop key relationships with the client. You will work closely with certain people including senior members. You will be encouraged to embed yourself into the new environment, remaining approachable and proactive in approach.
- To remain flexible, to work proactively and is open minded to change in line with business requirements.
- To spend 80% of working time in production areas (or as certain as tasks require this) - observing, assessing, and intervening ergonomic interactions and work environment.
- Working independently and to evolve this role as it progresses and to work closely with all key stakeholders.
- To use specialist software where applicable to assist in data modelling, assessing, demonstrating, presenting, and subsequently altering ergonomic requirements. More complex tasks may then be carried out.
- To provide data to the Occupation Health Advisor and Health and Safety Manager from ergonomic interventions, which is relevant and GDPR compliant for analysis to inform areas for ergonomic improvement.
- To use the referrals process for onward referral to the Occupational Health Advisor where appropriate and to escalate concerns to the Health and Safety Manager and Line Management where appropriate.
- To demonstrate the impact of the ergonomic intervention by providing accurate reports & documentation and communication with the Occupational Health Advisor and Health and Safety Manager maintaining database records for statistical analysis.
- To analyse information gained from all sources at your disposal (Current Evidence, Clinical Reasoning, past experience etc.) in order to formulate ergonomic interventions and improvements.
- Help when required along with the client to develop new policies and pathways.
- To work within your scope of practice. To ensure if/when appropriate that appropriate onward referral if required to General Practitioners, Specialists and Allied Health Professionals is done as soon as a need has been identified.
- To remain objective at all times, with the staff wellbeing in mind.
- To maintain accurate notes and maintain confidentiality.
- Along with the ergonomics, to also incorporate a holistic approach to management, which considers the Biopsychosocial Model.

**General:**

- Abide by IPRS Health's Data Protection policies and requirements.
- To take initiative in maintaining your individual professional development in order to continue to deliver the most appropriate interventions at all times.
- To maintain good communication and relations with the client's Human Resources, Occupational Health, Health & Safety team, and Line Management.
- To liaise, as regularly as is needed, with your Line Manager and in certain situations with other IPRS Health staff e.g. Group Clinical Operations, Human Resources, Administration team.
- To have an understanding of, and work within, the agreed client Key Performance Indicators.
- To prioritise work tasks, and time manage to ensure that all tasks are completed accurately and within set timescales.
- To take initiative and responsibility within your site and actively contribute to the overall effectiveness of the ergonomic service.
- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for any employees, patients, and visitors.
- To undertake any other duties compatible with the grading of the post, as required.

**PERSON SPECIFICATION****(E) Essential (D) Desirable****Education and Qualifications:**

- Formal Clinical Physiotherapy/Sports Therapy/Ergonomic/Human Factors Qualification **(E)**
- Member of the UK Health & Care Professions Council (HCPC), Member of the Chartered Society of Physiotherapy (MCSP) or your equivalent professional bodies **(E)**
- Evidence of continuing professional development **(E)**
- Ergonomic Post Grad qualification (D), or CPD course **(D)**

**Experience & Knowledge:**

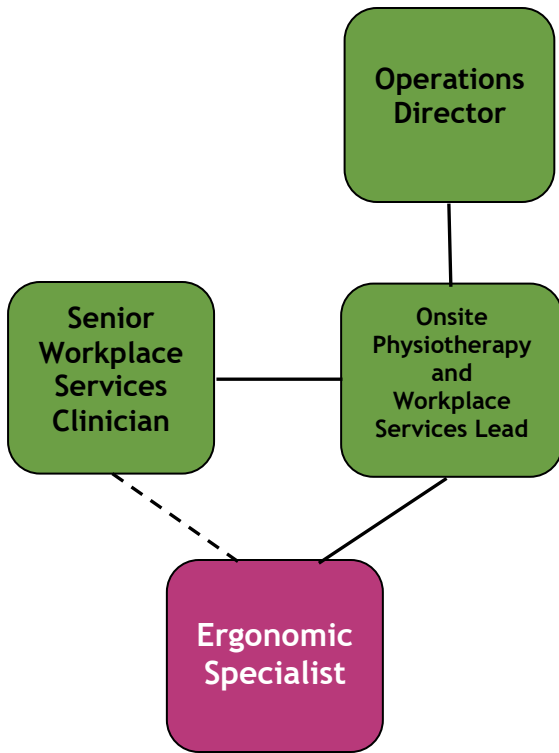
- Ergonomic & workplace assessment experience **(E)**
- Previous experience in delivering training, educating, group presentations **(E)**
- Previous experience in using computer software including Microsoft Office **(E)**
- Previous experience of using online/computerised reporting templates/databases and interpreting statistics for the purpose of managing & reporting **(D)**
- At least 3-year postgraduate experience **(D)**

**Skills & Abilities:**

- Ability to work within a team to achieve the best outcomes for the client and staff.
- Ability to work under minimum supervision
- Ability to be innovative
- Ability to communicate effectively with internal and external customers verbally and in writing
- Ability to time manage in order to meet agreed deadlines in a demanding environment
- Ability to collate and produce statistics, reporting to Line Manager on a regular basis.
- Ability to provide detailed reporting to the client on patient progress using standardised report templates and the company database
- Ability to audit reports to ensure that core standards are maintained
- Ability to demonstrate an understanding of the client and its needs
- Ability to maintain accurate medico-legal recording
- Ability to work with databases and Microsoft programmes
- A good of understanding of clinical governance

**CRB CHECK REQUIRED****Yes****\*\* please delete as applicable****Standard****Enhanced**

**ORGANISATION CHART**



**Date:** July 2021