

POST TITLE:	Mental Health Adviser
GRADE:	G
DEPARTMENT:	People and Organisational Development
RESPONSIBLE TO:	Occupational Health Manager
RESPONSIBLE FOR :	Welfare Officers Mental Health First Aid Co-ordinator
LOCATION:	Hindlip
JOB PURPOSE:	To provide specialist support and advice to improve the management of Mental Health issues affecting the workforce.

MAIN RESPONSIBILITIES:

1. To provide specialist advice and guidance to the Force Medical Adviser, OH Advisers, Welfare Officers, line managers and HR colleagues in the management of complex psychological cases, including representing Occupational Health at local and force attendance management meetings.
2. To implement and operate effective psychological health screening procedures within statutory and organisational guidelines and policies including health assessments and surveillance programmes to ensure the service meets legislative, organisational and individual demands.
3. To identify and appraise the Occupational Health Manager of developing mental health trends and provide pro-active mental health awareness training and campaigns to improve understanding and support amongst peers and managers, taking into account national and local issues, policies, strategies and targets.
4. To coordinate and support the internal Blue Light Peer Group and facilitate the provision of Mental Health First Aid training.
5. To conduct risk assessments via accurate examination and analysis of psychological hazards involved in policing and the appropriate implementation of pro-active risk control measures. Contribute to the achievement of a decline in accidents, reports of dangerous occurrences and work place injuries, liaising with Health and Safety where appropriate.

6. To conduct assessments of occupational mental health and welfare needs and identify options for assistance and instigate an appropriate course of action in line with legislative, best practice and organisational requirements.	
7. To manage a portfolio of Mental Health cases in accordance with force policy and procedure including health assessments, reports to line managers, maintenance of case files and referral to other health professionals as required.	
8. To work collaboratively across all levels of the Force, with relevant stakeholders and third parties as relevant and in line with NMC professional codes of conduct.	
9. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
SUPERVISORY RESPONSIBILITIES:	
10. To lead a team, managing their welfare and ensuring high levels of motivation.	
11. To monitor and manage the performance of the team, identify and address issues and improve team/individual performance, ensuring adherence to professional standards.	
12. To assess individual capabilities and development needs and agree appropriate development plans to enable high performance and potential progression.	
13. To co-ordinate the work of the team, directing activities, monitoring progress and managing competing demands and priorities to ensure the best use of available resources.	
14. To supervise and monitor the handling of information and record keeping, ensuring alignment with legislation, policies and guidance.	
15. To monitor and report on team expenditure to ensure the efficient use of available budgets and maximise value for money.	
16. To evaluate the effectiveness of existing processes and practices within own area of work in order to identify and implement opportunities for change and innovation and enable continuous improvement.	
Special Conditions:	Travel within the West Mercia force area
Security level:	Standard Recruitment Vetting

BEHAVIOURS: SUPERVISOR

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 2** of the CVF.

PERSON SPECIFICATION:

Knowledge:

- Registered Mental Health Nurse on Part 1 of the NMC register
- UK recognised qualification in CBT, counselling, stress management and evidence of continuous professional development.
- Sound knowledge of Occupational Health and Safety Legislation, including the Equality Act, Medical Reports Act, Data Protection Act and Health and Safety at Work Act.
- General awareness of equality and diversity issues in the working environment.

Desirable: Level 3 Team Leader/Supervisor qualification, or equivalent. Successful applicants who do not have this qualification will be given the opportunity to achieve it through the Police Staff 'Up Skill' Apprenticeship Scheme, following successful completion of their probationary period.

Experience:

- Significant post qualification experience in a clinical setting, preferably in a Police Force.
- The proven ability to practically apply clinical knowledge in delivering care relating to anxiety management particularly PTSD, anger management and depressive disorders in order to effectively deal with complex cases of workplace injury and ill-health.
- Experience of providing Occupational Health services within a complex organisation with multiple sites and specialist requirements.
- Experience of being involved in health promotion and training activities.

Key Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills including the ability to influence senior leaders, resolve conflict and deal with sensitive issues.
- Ability to research, analyse data and prepare medical management reports to reflect findings from health assessments.
- Ability to maintain accurate and up to date records in line with NMC code of practice.
- Competent in the use of IT systems including Microsoft Office
- Ability to work autonomously when required.