Proffil Swydd/Job Profile

Teitl y Swydd – Nyrs Iechyd Galwedigaethol (Contract Achlysurol -

Post Title – Occupational Health Nurse (Casual Contract

Adran	Y Prif Weithredwr
Department	Chief Executives

Is-Adran/Adain	Llesiant Gweithwyr
Division/Section	Employee Wellbeing

Gradd/Grade	I

Rhif y Swydd/Post Number	026754

Paratowyd Gan/Prepared By	Cindy Evans

Dyddiad/Date	Awst/August 2026

Prif Ddiben y Swydd

Gweithio gyda'r Uwch-bartner Busnes a'i gefnogi i ddarparu gwasanaeth Iechyd a Llesiant Galwedigaethol ar gyfer y sefydliad, ei weithlu, partneriaid rhanbarthol a chwsmeriaid allanol eraill.
Darparu arbenigedd clinigol o fewn y Ganolfan Iechyd Galwedigaethol, gan weithio fel rhan o dîm amlddisgyblaethol i gydlynu a darparu gwasanaeth Iechyd Galwedigaethol effeithiol o ansawdd uchel, trwy fonitro iechyd y gweithlu trwy wyliadwriaeth iechyd statudol, ffordd ragweithiol o fyw, absenoldeb salwch a darparu cyngor ffitrwydd i weithio a gweithgareddau iechyd a llesiant.
Darparu cyngor ac arweiniad un-i-un a chyfunol i staff er mwyn rheoli eu hiechyd a llesiant ac eraill.

Prif dasgau/cyfrifoldebau

1. Cynnal profion clinigol yn unol ag asesiadau risg, megis sain, sbirometreg, golwg, dirgrynu llaw a braich a gwyliadwriaeth croen.
2. Cadw cofnodion cyfrinachol o glinigau, o fewn canllawiau Diogelu Data a chofnodion meddygol. Cysylltu â meddygon teulu, clinigwyr arbenigol a chlinigwyr eraill yn ôl yr angen i gefnogi a rhoi cyngor iechyd galwedigaethol i Unigolion, rheolwyr, ac Adnoddau Dynol.
3. Gwneud penderfyniadau clinigol awtonomaidd mewn perthynas ag Iechyd Galwedigaethol yn absenoldeb yr Uwch-bartner Busnes, e.e. rhoi cyngor ac arweiniad priodol ar bryderon ynghylch clefydau heintus Iechyd y Cyhoedd.
4. Cefnogi'r Uwch-bartner Busnes i wneud diagnosis effeithiol o berfformiad iechyd corfforaethol ac adrannol er mwyn nodi tueddiadau a datblygu cymorth addas h.y., sesiynau briffio, cynadleddau achos, adolygiadau achos, cyfeirio at y tîm Iechyd a Diogelwch a/neu eraill o fewn y tîm Meddygol.
5. Gweithio'n annibynnol i roi cyngor iechyd penodol i Ddefnyddwyr Sgrin Arddangos, arferion gwaith a allai gael effaith andwyol ar iechyd y gweithiwr
6. Dangos empathi a chefnogaeth i weithwyr sydd â phryderon iechyd corfforol a meddyliol a chynnal archwiliadau meddygol corfforol o ran symudedd ac ystum a dangos ergonomeg gywir i wella a rheoli cyflyrau meddygol pan fo angen.
7. Cynorthwyo'r Uwch-bartner Busnes i gasglu data ar gyfer adroddiadau rheoli corfforaethol ac adrannol a datblygu canllawiau iechyd galwedigaethol i sicrhau cydymffurfiaeth â deddfwriaeth ac arfer gorau.
8. Gweithio gyda'r Cydlynwyr Iechyd a Llesiant i hybu iechyd a llesiant da ac addysgu'r gweithlu, drwy ddigwyddiadau, erthyglau ar y fewnrwyd, gwybodaeth a chanllawiau.

9. Ymdrin ag agweddau rôl yr Uwch-bartner Busnes yn ei absenoldeb, gan gynnwys rheoli absenoldeb salwch, penderfyniadau clinigol, a chynrychioli Iechyd Galwedigaethol mewn cyfarfodydd a chyflwyniadau.
Yn gyfrifol am staff/offer
Bod yn gyfrifol am offer gwyliadwriaeth Iechyd Galwedigaethol, ei ddefnydd priodol, ei storio a'i raddnodi. Bod yn gyfrifol am sicrhau y cynhelir safonau proffesiynol.
Yn atebol i
Uwch-bartner Busnes (Iechyd Galwedigaethol)

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Nyrs Gyffredinol Gofrestredig (o leiaf 2 flynedd o brofiad)

Tystiolaeth o ddatblygiad personol a rheolaeth barhaus

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Y gallu i ddadansoddi a gwneud diagnosis o ganlyniadau clinigol, canlyniad profion a thueddiadau

Dangos sgiliau archwilio clinigol effeithiol, yn unol â chanllawiau

Cefnogi unigolion i reoli newid a dangos dealltwriaeth glir o'ch rôl fel rhywun sy'n gallu sicrhau newid.

Y gallu i ddelio â materion meddygol ac iechyd cymhleth gyda sensitifrwydd a diplomyddiaeth, a chael cyngor ac arweiniad gan Ymgynghorydd Iechyd Galwedigaethol ac Ymarferwr Iechyd Galwedigaethol yn ôl yr angen.

Gweithredu'n onest a meddu ar safonau moesegol a chlinigol uchel a chynnal gwerthoedd.

Gwybodaeth

Dealltwriaeth o ddeddfwriaeth Iechyd a Diogelwch gyfredol, dulliau rheoli, offer a thechnoleg.

Dealltwriaeth o Iechyd Galwedigaethol

Gwybodaeth am ddeddfwriaeth Iechyd a Diogelwch

Deall pwysigrwydd diwylliant sefydliadol a'i effaith ar bolisïau a phrosesau Iechyd Galwedigaethol

Profiad

Profiad o ymarfer clinigol

Rhinweddau personol

Y gallu i fwrw ati â'r gwaith eich hun a meddu ar farn glinigol

Y gallu i weithio'n unol â therfynau ac amserlenni amser caeth

Y gallu i ddangos empathi a chefnogaeth i weithwyr sydd â phryderon iechyd corfforol a meddyliol

Meino Prawf Dymunol

Diploma mewn Nyrsio Iechyd Galwedigaethol

Profiad o weithio mewn amgylchedd Iechyd Galwedigaethol

Cymhwyster dirgrynu llaw a braich Awdurdod Gweithredol Iechyd a Diogelwch, hyfforddiant ffurfiol ar gyfer gwyliadwriaeth clywedol, golwg, a gwyliadwriaeth iechyd arall

Asesydd Cyfarpar Sgrîn Arddangos wedi'i gymhwyso

Meddu ar y wybodaeth ddiweddaraf ynghylch prosesau a chanllawiau trefniadaeth

Profiad o roi cyflwyniadau

Gwybodaeth o safon iechyd corfforaethol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 2**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS** Adran B – y math o weithlu **Ddim yn berthnasol**

Y RHESWM

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To work with and support the Senior Business Partner (OH) in providing an Occupational Health and Wellbeing service for the organisation, its workforce, regional partners and other external customers.
To provide clinical expertise within the Occupational Health Centre, working as part of a multidisciplinary team in the co-ordination, provision and delivery of an effective, high quality Occupational Health service, by monitoring the health of the workforce through statutory health surveillance, proactive lifestyle screening, sickness absence and fitness for work advice and, health and wellbeing activities.
To provide one to one and collective advice and guidance to staff in order to manage their health and wellbeing and that of others.

Key responsibilities

1. Undertake clinical tests in line with risk assessments, such as audio, spirometry, vision, hand arm vibration and skin surveillance.
2. Keep confidential records of clinics, within Data protection and medical records guidance. Liaise with GPs, Specialist and other Clinicians as may be necessary to support and give OH advice to Individuals, managers, and HR.
3. To make autonomous clinical decisions in respect of OH in the absence of the Senior Business partner (OH), e.g., giving appropriate advice and guidance regarding Public Health infectious disease concerns.
4. Support the Senior Business Partner (OH) in undertaking effective diagnosis of corporate and departmental health performance in order to identify trends and to develop suitable support i.e., briefings, case conferences, case reviews, referral to the H&S team and/or others within the medical team.
5. Work autonomously to give specific health advice for Display Screen Users, work practices which may have an adverse impact on the employee's health
6. Demonstrate empathy and support for employees who have physical and mental health concerns and carry out physical medical examinations with regards mobility and posture and where required demonstrate correct ergonomics to improve and manage medical conditions.
7. To assist the Senior Business Partner (OH) in data collection for corporate and departmental management reports and development of OH guidance to ensure compliance with legislation and best practice.
8. Work with the Health & Wellbeing Coordinators to promote good health and wellbeing and educate the workforce, through events, Intranet articles, information and guidance.

9. To cover aspects of the Senior Business Partner (OH) role in their absence, to include sickness absence management, clinical decisions, and representing OH in meetings and presentations.

Responsible for staff/equipment

Responsible for the OH health surveillance equipment, its proper use, storage and calibration.

Responsible for ensuring professional standards are maintained.

Reporting to

Senior Business Partner (Occupational Health)

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Registered General Nurse (at least 2 years' experience)

Evidence of continuous management and personal development

Job Related Skills and Competencies

Ability to analyse and diagnose clinical outcomes, test result and trends

Demonstrates effective clinical audit skills, in line with guidance

Supports individuals to manage change and demonstrates a clear sense of one's own role as an enabler of change

Ability to deal with complex medical and health issues with sensitivity and diplomacy, obtaining advice and guidance from OHA and OHP as required.

Acts with integrity, has high ethical and clinical standards and upholds Values

Knowledge

An understanding of current OH legislation, management approaches, tools and technology

Understanding of Occupational Health

Knowledge of Health and Safety legislation

Understands the importance of organisational culture and its impact on OH policies and processes

Experience

Experience of clinical practice

Personal qualities

Able to work to own initiative and clinical judgement

Ability to work to tight deadlines and timescales

Ability to demonstrate empathy and support for employees who have physical and mental health concerns

Desirable Criteria

Diploma in OH Nursing

Experience of working within an OH environment

HSE Hand arm vibration qualification, formal training for audio, vision, and other health surveillance

DSE Assessor qualified

Actively stays up to date with organisational guidelines and processes

Experience of delivering presentations

Knowledge of corporate health standard

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**Written level 2**
English	**Spoken Level 5**	**Written level 5**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: **Section A – type of disclosure** **No DBS check required** **Section B – workforce type** **Not Applicable**

JUSTIFICATION

ANY OTHER INFORMATION