CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

MAKE A DIFFERENCE. BE THE DIFFERENCE.

OCCUPATIONAL HEALTH ADVISOR

PREVENT
PROTECT
RESPOND

A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.
Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

Matthew Warren



Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.
Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.
If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

Values and Behaviours



Welcoming	Respectful	Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

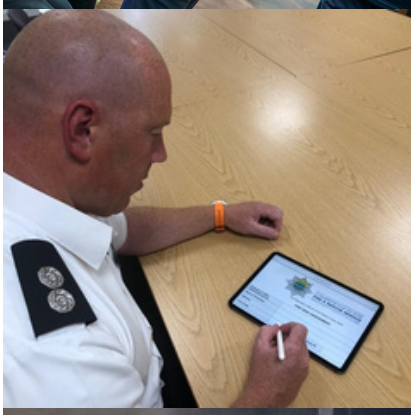
Prevent

We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.



Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.



Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



JOB DESCRIPTION

DIRECTORATE: Occupational Health
ROLE: Occupational Health Advisor
Responsible to: Head of Occupational Health
Responsible for: OH Technician, OH Support Assistant, Phycological Wellbeing Practitioner and locum OH Doctor

Job Purpose

To develop the workload and strategies of the Occupational Health Unit within Cambridgeshire Fire & Rescue Service (CFRS) in conjunction with the Head of Group. To manage on a day-to-day basis the efficient operation of an independent and comprehensive occupational health unit. The principal aim is to improve the standards of health, wellbeing and fitness within the organisation which will be to the benefit of both the Service and individual employees.

Main Responsibilities

1. To be responsible for the day-to-day management of the Occupational Health Unit to ensure its effective and efficient operation whilst maintaining a confidential clinical records system for all Service employees. This is to ensure that accurate and up to date information is held, in accordance with statutory requirements. Ensure confidentiality in line with Organisational policy and data protection requirement at all times.

2. Work closely with the Fitness Advisor to ensure excellent service provision, while also being responsible for the management of the Psychological Wellbeing Practitioner, Occupational Health Technician, Occupational Health Support Assistant and the locum OH Doctor.

3. To undertake:
· Providing appropriate health surveillance on a risk based approach;
· Assist the Occupational Health Doctor (OHD) with a range of initial pre-employment and fitness for work assessments, LGV examinations, recruit medicals during weekly surgery appointments.
· Take appropriate decisions, either individually or in liaison with the OHD. Other OH staff and/or other health professionals (e.g. Consultants. General Practitioners) in respect of the health of individual employees and fitness for work thereby ensuring, where indicated, that effective, remedial action is taken, which meets both the Service's and the individual's needs.

4. To give advice and support in relation to sickness, alcohol and drug abuse, post-traumatic stress, health, smoking cessation and other personal matters so as to enable individual employees, and the service, to achieve positive outcomes.

5. In conjunction with the Head of Group and People Team, monitor and review sickness absence, making recommendations to management in order that remedial action can be taken on a group / section basis or in relation to specific employees, and participate in a professional capacity in the rehabilitation of those individuals during and / or following sickness absence so that appropriate action can be taken to facilitate an early return to work.

6. To assist management, and in particular, the Head of Group, with both the formulation and development of policies and procedures to ensure that the Service has comprehensive and up-to-date procedures. This will necessitate the post holder attending internal and external meetings and developing and maintaining contacts with other professionals in order to keep abreast of local and national developments in Occupational Health.

7. To assist the OHD whenever necessary in representing CFRS at both internal and external hearings (including medical tribunals following ill-health dismissals), and litigation hearings arising out of accidents and injuries at work, to ensure expert advice is given/presented on behalf of the Authority.

8. Delivering health promotion initiatives in line with business needs and national health trends. Providing medical, health and fitness advice to individual employees and management, in order to promote proactive, and reactive strategies for health and wellbeing, therefore facilitating informed choices regarding lifestyle.

9. To work with the Psychological Wellbeing Practitioner to develop strategies to ensure that mental health issues are de-stigmatised within CFRS

10. To manage individual cases and provide clear and precise reports for management.

11. To attend Monthly sickness meetings with the People Team to manage long term sickness within CFRS.

12. To support and promote the Service's policies and procedures to ensure fairness in employment and service delivery.

13. Work in accordance with the NMC Code of Professional Conduct through continual professional developments, ensuring knowledge, skills and working methods are current and reflect best practice.

14. Any other duties as required, commensurate with the grade of the post.

CORPORATE ACCOUNTABILITIES (applicable to all personnel)

Equality, Diversity and Inclusion & Safeguarding

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality, Diversity and Inclusion in employment and service delivery.

Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	Be on part 1 of the NMC Register and hold a qualification within Occupational Health to post graduate Diploma or Degree level.	X		Application form
KNOWLEDGE/ EXPERIENCE	Experience in managing an Occupational Health Department / Unit		X	Application form AND/ OR selection process
	Health screening / health surveillance experience	X		Application form AND/ OR selection process
	Experience of carrying out and evaluating spirometry and audiometry assessments		X	Selection process
	Health promotion and education experience, including experience of developing and implementing strategies aimed at raising awareness and preventing mental health problems, coronary heart disease, diabetes, cancer, alcohol related issues etc.	X		Application form AND/ OR selection process
	Experience of managing case work - giving appropriate medical opinion/advice in the rehabilitation of individuals during and / or following sickness absence so that appropriate action can be taken to facilitate an early return to work.	X		Application form AND/ OR selection process
	Experience of working in an OH department within the Blue Light sector.		X	Application form
	Knowledge of the Equality Act 2010. Health and Safety at work etc. Act 1974	X		Application form AND/ OR selection process
	Knowledge of Data Protection Regulations	X		Application form AND/ OR selection process
	Experience of working unsupervised in an advisory role.	X		Application form

PERSON SPECIFICATION:

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
	Good level of computer literacy and keyboard skills	X		Application form
	Excellent listening and communication skills, orally and in writing. This will include experience of giving appropriate medical evidenced advice in individual cases and providing clear and precise reports for management	X		Application form AND/ OR selection process
GENERAL	Flexible approach with the ability to travel throughout the County to carryout requirements of job, potentially at short notice*	X		Selection process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Pre-employment checks
	Understanding of and commitment to Equality & Inclusion in the workplace	X		Evidence in interview

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

Terms & Conditions

The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

Location

The successful applicant will be based in Huntngdon but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£50,586 - £53,166 pa plus excellent benefits
Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Permament

Hours

37 hours per week
A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of 6 months

Offer Subject to

Completion of Medical Questionnaire/Medical Examination.
Receipt of references satisfactory to the Authority.
Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)
Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check

Terms & Conditions cont.

Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 28 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.

Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

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Working together to improve community safety