

University of London

Human Resources Department

Service Level Descriptions

Occupational Health

The Objective of the Service

To provide an effective Occupational Health service to support the College's mission and strategic aims, specifically helping to recruit and retain high quality staff and also to assist with the provision of a healthy working environment.

- To ensure that pre-employment assessment is carried out for all newly appointed members of staff and where necessary, advice is obtained and where applicable, adjustment(s) made before the employment commences
- To ensure that health, well-being and safety are integral components of Goldsmiths' culture and practice
- To provide specialist advice and support to line managers and Human Resources Team
- To maximize staff attendance
- To ensure statutory compliance

HR SERVICES WILL:

- Provide newly appointed staff with the pre-employment questionnaire for completion and receive advice from the Occupational Health Nurse
- Work closely with line managers and their staff to implement any necessary adjustment(s)
- Ensure compliance with legislation on Disability Discrimination

- Arrange Occupational Health referral for staff and feedback to line managers the outcomes of the referrals
- Arrange regular Health Awareness days
- Take lead responsibility for sickness absence management
- Provide annual management information

What we need from the Head of Department and other stakeholders:

- Seek preliminary advice when dealing with complex and/or contentious issues
- To notify HR and Payroll promptly of details of staff absences
- Comply with the College's Sickness Absence Policy

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