

Health Surveillance Coordinator

– Job Description

Stannah

Company: Stannah Management Services

Function: Human Resources (with close liaison to Health and Safety)

Reports to: HR Process and Operations Lead

Purpose

Manage, coordinate and oversee Stannah's health surveillance programme, ensuring legal, confidentiality and HSE compliance.

The Health Surveillance Coordinator acts as the internal focal point between Human Resources, Health and Safety, Line Managers and Occupational Health providers, ensuring processes are designed, implemented and monitored for all health surveillance and related occupational health activity, minimising risk and promoting a positive wellbeing culture.

Key Responsibilities

1. Act as central liaison for occupational health surveillance across the Stannah UK businesses, promoting the benefits of the programme to encourage positive engagement.
2. Maintain an up-to-date register of roles requiring health surveillance and of progress against the health surveillance programme, providing regular updates to key stakeholders and escalating any gaps or risks to H&S and HR.
3. Coordinate the scheduling and delivery of health surveillance for required role holders, ensuring surveillance is carried out within expected timeframes (e.g., baseline, periodic, follow-up reviews etc), liaising with line managers to ensure employee attendance.
4. Review and interpret fitness for work outcomes, including for new starter health assessments, documenting outcomes and seeking additional advice where appropriate, to ensure all outcomes and any follow ups are actioned in a timely manner.
5. Support line managers with the interpretation and implementation of recommendations and workplace adjustments, seeking advice from HR, OH and H&S teams where appropriate. Monitor ongoing effectiveness and outcomes.
6. Act as primary liaison with external Occupational Health providers, participating in regular liaison meetings to discuss performance, identify improvements and maintain collaborative relationships, ensuring Stannah receives the best level of service.
7. Identify improvements and gaps to existing processes and recommend solutions to improve efficiency, employee experience and maintain strict confidentiality.
8. Develop KPIs to demonstrate compliance and increase visibility of key activity (e.g., work-related ill health trends, health surveillance compliance rates etc).
9. Monitor the company Drug and Alcohol testing provision to ensure it continues to meet business requirements.

Health Surveillance Coordinator

– Job Description

10. Collaborate with the HR, H&S and Group Communications teams on internal health-related campaigns to promote a positive wellbeing culture.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business.

Skills and Experience

- Understanding of occupational health processes such as baseline assessments, fitness-for-work outcomes
- Understanding of HSE requirements for health surveillance (e.g., COSHH, noise, vibration, respiratory risks)
- Ability to plan, prioritise and organise appointments, balancing both business and legal requirements
- Strong stakeholder management skills
- Capable of interpreting and reporting data
- Can confidently handle confidential, sensitive and health-related information
- Proficient in Microsoft packages (Outlook, Excel, Word, Teams)
- Experience working with external health surveillance/OH providers is desirable
- Experience working in manufacturing or service environments is desirable

Personal Attributes and Behaviours

- ✓ Strong attention to detail and organisational skills
- ✓ Solutions focused when presented with challenges
- ✓ Excellent communication skills with the ability to interact at all levels across different departments, balancing the requirements of multiple stakeholders
- ✓ Confident in the ability to challenge whilst maintaining positive relationships
- ✓ Calm and effective under pressure

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation and across multiple departments. The communication skills required include the ability to communicate confidential and sensitive information.

External

External agencies including occupational health providers and clinical professionals.

Education and Qualifications

- A health and safety qualification would be an advantage but is not a requirement