



Job Title	Occupational Health Specialist (Psychology)	Reports to	
Division/Department		Supervises	

COMPETENCY REQUIREMENTS

Experience Required	<p>Essential</p> <ul style="list-style-type: none"> • Undertaking and applying psychological research in the workplace • Implementing projects to improve staff well-being • Supporting organisation with recruitment • Training and motivating staff • Assessing job performance • Improving organisational structures and communication • Improving the quality of life for employers and employees • Change management <p>Desirable</p> <ul style="list-style-type: none"> • Experience in an educational setting • Experience of negotiation with, or advice to, government departments; government agencies or non-governmental organisations. • Experience of working in the GCC
Education Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Degree or equivalent in psychology or related field • Masters or equivalent in psychology or relevant field • UAE transferable driving license <p>Desirable</p> <ul style="list-style-type: none"> • Membership of a regulated professional body.

Job Purpose:	As an Occupational Health Specialist (Psychology) within the Ministry of Education you will work with the necessary departments and advise them on practices relating to the recruitment, communication with, training and support of staff. You will also carry out research into staff well-being, put forward proposals, and in conjunction with the appropriate specialists, implement agreed programmes and interventions.
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CONTEXT

As part of the UAE’s ambitious vision for 2021 and beyond, the education system in the Emirates is undergoing large-scale reform to ensure it ranks as one of the best in the world and is equipping its citizens with world class, globally relevant skills.

The Ministry of Education recognizes that its workforce of skilled and motivated specialists and teachers will be integral to making these reforms successful, not only their ability to deliver first-class learning, but to engage with the wider community.

The Ministry also acknowledges that the expectation to consistently deliver excellence in such a fast-paced, demanding environment can have an impact on staff. Being able to manage change, meet the exacting requirements the reform demands, and to retain a work-life balance to ensure a positive, growth mind-set is a challenge.

It is with this in mind that the Ministry is looking to recruit an Occupational Health Psychologist Specialist to support their staff to realise, not only the Ministry’s but also their personal goals. Our ideal candidate will be suitably qualified with energy, enthusiasm and full commitment to their role.

Discipline:	Occupational Health Specialist (Psychology)	Publication:	V0.2
Department:		Published Date:	Apr 2018



Essential Functions

Principle duties and responsibilities: The role will encompass, but will not be limited to, all of the following, the balance of duties and responsibilities, however, will be determined in discussion with the necessary Ministry personnel.

- To review the Ministry's recruitment processes and provide expert input for improvement of screening and selection.
- To undertake a comprehensive staff well-being review and continually update, to include primary and secondary research, face to face interviews and questionnaires.
- To analyse the collected data, produce and continue to update strategies, with action plans to improve staff well-being.
- To implement agreed action plans, in conjunction with the appropriate Ministry personnel
- To produce and deliver training sessions for staff

Recruitment

- To review the current recruitment processes along with rates of attrition and exit interview data.
- To provide recommendations on the screening and selection of staff, including pre-screening, the assessment and interview process.
- Work with the necessary personnel to implement improved screening, assessment and selection processes to ensure turnover of staff is kept to a minimum
- Implement a standardised exit screening process
- Provide training and guidance to recruitment staff
- Introduce additional screening processes, as necessary.
- To regularly monitor the recruitment process and provide recommendations for continual improvement.

Research and Strategic planning

- To undertake a comprehensive well-being survey of Ministry staff, to include face to face interviews as well as questionnaires etc.
- To analyse the data with a view to providing a Strategic Plan to support staff, improve staff retention and promote a positive work environment.
- Develop and execute action plans which meet the strategy, in agreement with the appropriate Ministry staff.
- Continually update the Strategy based on ongoing research

Induction

- To review the Ministry's current induction programme
- To conduct research into the efficacy of the induction programme in relation to its aim of preparing teachers for the classroom environment
- To make the necessary recommendations for improvement
- To monitor the induction programme in relation to its support for staff in the initial stages of their employment
- To review the Ministry's mentoring programme for new staff and make recommendations for its expansion and improvement

Training and Development

- Provide training and support for staff, to include, but not limited to, the following areas:
 - Resilience
 - Developing a growth mindset
 - Change management
 - Mentoring
 - Coaching
- Develop face to face and online courses relating to staff-wellbeing, based on research and needs analysis
- Monitor and evaluate any training to ensure continual improvement



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

JOB DESCRIPTION

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