

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Senior Occupational Therapist	JEID	J0473
Salary Grade:	M		
Team:	Reablement		
Service Area:	Social Care & Support		
Primary Location:	North Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	Occupational Therapists, Occupational Therapy Assistants.		

#### Role Purpose

As a member of the management team, takes a lead role in the day to day management and performance of the team against its targets, and in ensuring the delivery of services to adults and carers in accordance with statutory requirements and Departmental policy. To take the lead in developing high quality Occupational Therapy practice and professional development of staff and students

#### Role Responsibilities

1. Takes delegated responsibility for particular management tasks as determined by the Professional Lead and Team Manager, including the effective and efficient operation of the Team's intake, workload management/allocation systems and processes.
2. Takes delegated responsibility for monitoring the Team's performance against Team Plan targets and any other performance targets set by the Department. Keeps the Professional Lead and Team Manager up to date through analysis and interpretation of performance reports about the Team's performance. Makes recommendations about strategies to optimise the Team's performance against standards and targets. Designs and implements performance improvement plans, agreed, to address areas of under performance.
3. Demonstrates a high level of professional competence and detailed working knowledge in Occupational Therapy practice to recognised professional standards, including interpreting and

- analysing complex cases and adopting a person centred, reflective approach.
4. Takes delegated responsibility and uses sound professional judgement in managing high quality professional practice, including Occupational Therapy assessments and interventions within the team.
  5. Provides a clear and responsive practice leadership role within the Team including modelling best practice, coaching staff, and promoting the highest professional standards.
  6. Assists the Team Manager and Professional Lead in team planning, team development and quality assurance. This will include the development and implementation of local and departmental strategies.
  7. Deputises for the Professional Lead and Team Manager in their absence or at appropriate meetings/forums.
  8. Ensures, through a sound working knowledge, statutory requirements under the Chronically Sick and Disabled Persons Act 1970, The Care Act and all other relevant legislation are adhered to by the Team.
  9. Takes delegated responsibility for the management of specific team budgets and authorises expenditure as agreed by the Team Manager/Operations Manager/Service Manager.
  10. Contributes to the effective management of the team's budget by authorising packages in a timely fashion and in accordance with departmental policy.
  11. Manages performance of staff in collaboration with the Team Manager, including the design, implementation, monitoring and review of practice improvement action plans for individuals and groups of staff.
  12. Manages annual leave, mileage claims, sickness and time off arrangements of staff in line with the departmental policy and procedures.
  13. Supervises professionally qualified and non-qualified staff within the team and provides high quality supervision in accordance with Departmental Guidance.
  14. Ensures, through a sound working knowledge, the application of the Care Act in line with Departmental guidance.
  15. Investigates and responds to informal/formal complaints regarding the team and is responsible for implementing any changes to practice as a consequence.
  16. Facilitates professional development opportunities and training events in line with the Knowledge Skills Framework for the Team
  17. Performs Annual performance Reviews (APR) with all staff within your team, and informs Workforce Development/ Professional Lead/Team Manager of any training needs identified through the APR process.
  18. Takes the lead in the team to develop, interpret, implement and audit/review professional practice, inline with professional standards and best practice, in order to achieve the department's quality standards and priorities.
  19. Makes proposals to the Professional Lead and Team Manager for service development and improvements and is responsible to implement those that are agreed by the Professional Lead/Team Manager/Operations Manager to optimise the efficient and effective systems of work in accordance with department policies.
  20. Attends and actively contributes to management, service development and professional meetings and forums locally and regionally as directed by the Professional Lead/Team Manager/Operations Manager.
  21. Takes responsibility for effective communication across the team ensuring that practitioners are kept

fully informed of key messages from the department and addresses issues raised. Plays a pivotal role in the communication strategy of the department, in particular keeping the Line Manager informed of developments at practice level and playing an active role in facilitating effective communication across the Department

22. Undertakes recruitment and selection of new Occupational Therapy and other staff into the Team and is responsible for managing the induction of new staff and students.

23. Provides and supports opportunities for teaching and training of Occupational Therapy student placements and other professional student placements.

24. Undertakes research on behalf of the team and disseminates learning through team meetings/group supervision and by developing and implementing a strategy for up to-date resources e.g. journals.

25. Undertakes liaison and meetings with local agencies, and promotes multi-professional /multi-agency working.

26. Undertakes all of the above in accordance with statutory and Departmental policies and procedures.

27. Undertakes other duties as required by the Department that are appropriate to the role and grade.

28. Responsible for managing risk within the Team e.g. moving and handling, by ensuring that Health & Safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures.

29. Takes delegated location management responsibilities as agreed with the Professional Lead/Team Manager/Operations Manager.

30. Responsibility for safeguarding following WCC policies and procedures.

31. Undertakes the Duty Manager function within Reablement to ensure the Countywide Reablement Team receive consistent operational support and guidance.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

- A commitment to anti-discriminatory practices in employment and service provision and to service user empowerment and involvement. All staff must take personal responsibility for implementing the Department's Race Equality and Diversity Strategy	A,I
- Recognised OT qualification and at least three years' post qualification fieldwork experience including a proven track record of successful adult casework and duty work.	A
- Mobility essential. Able bodied applicants must be able to drive. Disabled applicants should be able to perform the job with aid where necessary.	A

- Detailed and up to date knowledge of current Government priorities regarding the client group, relevant legislation. Ability to ensure work is undertaken to national and Departmental standards, policies and procedures.	A,I
- Ability to think clearly and evaluate complex issues. Ability to handle crisis. Reliable, flexible and able to use initiative appropriately.	A,I
- Ability to motivate, develop and gain the commitment of staff and others.	A,I
- Ability to supervise staff effectively and to Departmental standards.	A,I
- Proven ability in communicating with people of all ages, professional staff and external agencies, including negotiation with providers and other agencies.	A,I
- Ability to monitor the performance of individuals and the team in meeting objectives, to Departmental standards.	A,I
- Evidence of ability to deliver timely, high quality services, including through the implementation of effective intake and workload management systems and processes.	A,I
- Sound administrative skills and ability to operate within given financial boundaries.	A,I
- Ability and willingness to understand and act appropriately on complex information relating to staff/team performance, workload management and intake systems, including the use of computerised information systems. - Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post). - To ensure that health and safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures. - To respect and maintain confidentiality of information.	A,I  A,I A,I A,I

## Desirable Criteria

Assessed By:

- Experience of working in multi-cultural areas.	
- Management qualification/training	
- Experience of working with Health and understanding the importance of networking.	
- Experience of using computerised client data base systems.	
- Experience of setting up new duty systems that have clear quality standards.	

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	