Grading
Job Description and Employee Specification

Job title: Senior Occupational Therapist	**Service area:** Adults & Health
Post number:	**Division:** Social Care Connect
Grade: Grade 10	**Section/team:** Occupational Therapy

Overall purpose of job:

In collaboration with colleagues within North Lincolnshire Council, and our partners, develop a range of occupational therapy service across North Lincolnshire.

In conjunction with the Lead Officer, lead on modelling, monitoring and maintaining effective occupational therapy practices.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

Provide direction and guidance to staff on a daily basis.

Provide professional supervision including, supporting individuals undertaking training and development, driving a positive culture of reflective practice and occupational therapy theory.

Participate in the recruitment and retention of a competent staff team through the application of safer recruitment processes, effective supervision, staff development and training.

Support a high performing culture within the team by undertaking quality audits of occupational therapy practice and regular case file audits, providing feedback and advising in relation to best practice, and taking further action as required.

Support the Lead Officer by monitoring and providing complex management information ensuring required standards are met and sustained.

Ensure legislative and procedural compliance is maintained within the team, promoting best practice and contributing to occupational therapy reform.

Manage a case load comprising of complex cases and/or cases deemed to be high risk, including undertaking holistic assessments, care planning, and making recommendations for specialist equipment, assistive technology and adaptations.

With support, lead on policy matters for the service including being the presenting officer within internal hearing processes.

Develop occupational therapy practice within the team

Represent the service by participating in, and leading, meetings, panels and forums as required by service need.

Deputise for the Lead Officer.

Acts as a role model demonstrating positive behaviours that reinforce the council's values, acting as an ally to ensure an inclusive working environment.

Knowledge, skills and experience:

Professional occupational therapy qualification with the ability to evidence continuing professional development.

HCPC registration

Proven management skills and experience with the willingness to work towards a formal management qualification.

Experience of adult safeguarding procedures including supporting and guiding others with more complex safeguarding matters.

Extensive experience of working with individuals in need of occupational therapy support and/or intervention

Experience of effectively assessing the performance and development needs of an occupational therapy staff team which will include formal supervision, appraisals and staff development.

Experience of researching and analysing information and data and compiling and presenting reports to relevant others.

Risk assessment and risk management experience.

Good knowledge and experience of the Disabled Facilities Grant

Experience of assessing and overseeing safe systems of work in complex moving and handling environments.

Experience of managing assessment systems.

Experience of multi-disciplinary and multi-agency team working.

Experience of developing new partnerships.

Experience of leading, managing and making professional decisions in respect of complex cases.

Experience of advising and leading on vulnerable adult issues in relation to the implementation of the mental capacity act and deprivation of liberties safeguards and their implication on services and individual.

Advanced knowledge of current national and local drivers, policies and legislative frameworks.

IT literate with the ability to effectively use IT systems.

Excellent communication skills, both written and verbal.

Strong report writing skills

Ability to develop and deliver presentations

High level negotiating, mediation and interpersonal skills.

Ability to work towards agreed deadlines and prioritise own and other's workloads.

Tenacious and resilient.

Positive role model.

Requirement to transport self and equipment around the North Lincolnshire geographical area in a timely manner.

Creativity and innovation:

Lead on service planning, reviewing practices and amending as appropriate.

Promote the use of different partnerships and resources to develop innovative support solutions.

Takes the lead with partners to support co-production to facilitate the participation of people with lived experience, including utilising differing methods of communication and communication styles and supporting and/or guiding others to do likewise

Identifies solutions to ongoing and emerging service and development issues, driving forward implementation and subsequent review of required changes to develop the team and support best practice.

Promote and encourage innovative solutions to develop person centred, strengths-based support services.

Provide creative and innovative responses to meet the needs of complex safeguarding issues.

Advise on a range of complex case issues, supporting practitioners to identify creative and innovative solutions to on-going issues.

Support the delivery of new occupational therapy initiatives, including the development of occupational therapy practice.

Design and deliver presentations

Contacts and relationships:

Due to the nature of the role, the post holder will routinely manage a range of complex cases, which can frequently be contentious in nature and in which various stakeholders will have differing priorities. As such, the postholder will need to demonstrate high levels of tact, diplomacy, influencing and negotiation skills within the contacts made.

- People, families and carers – Daily in the undertaking of assessments and to promote positive relationships in a way which seeks to value and keep them central to any planning process and to ensure a holistic approach is delivered as routine.
- External partners and stakeholders - Daily in order to maintain develop and promote good working relations, that outcomes identified for individuals are met, and in relation to individual cases, risk management and to share complex knowledge, referrals and safeguarding information ensuring that a holistic approach is delivered as routine.
- Other professionals - Daily to facilitate holistic support solutions, and in shared decision making, for people with complex needs.
- Local, regional and national networks – Monthly to engage and seek partnerships to develop support and inclusion strategies.
- Lead Officers / Head of Service – Weekly to liaise on particularly complex and/or emerging issues

Decision making:

Makes decisions in relation to complex funding issues, which will involve partner agencies. This includes managing disputes and dispute resolution in matters which will impact the provision of occupational therapy services to individuals.

Professional challenge of partners and stakeholders in complex matters.

Identifies and escalates matters appropriately where there is reputational risk.

Makes decisions on a daily basis in relation to complex case matters which may affect service provision as well as the individual and their family and/or carers.

Represents the service in multi-disciplinary/ agency meetings and makes decisions taking responsibility for resource implications.

Dissemination of relevant information to a range of professionals with appropriate consideration to GDPR and Caldicott principles.

Case allocation and workforce deployment.

Provide advice and guidance on a range of occupational therapy matters which are routinely highly complex in nature.

Make recommendations to the Lead Officer as necessary in relation to budget monitoring.

Responsibility for resources:

- Responsibility for a laptop and mobile phone with a combined value of £800. Working away from the office base for approximately 50% of working hours.

WORK ENVIRONMENT

Work demands:

- Work demands are highly varied in nature and are subject to frequently conflicting deadlines and priorities. Issues arising are unpredictable and often require immediate intervention. Such matters have to be dealt with alongside other daily work priorities.

Physical demands:

- Some bending, stretching, crouching etc when training staff, working with the Back Care Lead, and demonstrating equipment and therapy techniques.

Working conditions:

- Work usually takes in place in an office environment. There is a requirement to undertake visits with individuals at their home address, where conditions may be considered disagreeable.
- Hybrid working is supported across the council although direction may be given to attend to the office base.

Work context:

- Some risk of challenging behaviour when working with individuals and their families and/or carers, in situations which are often emotive in nature.

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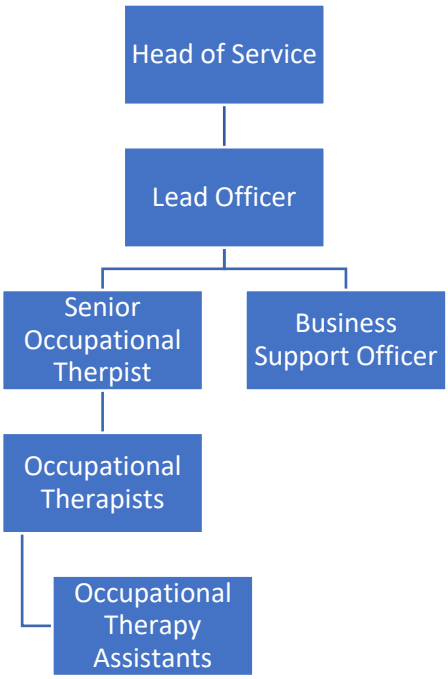
Position in organisation:

Indicate how many staff the post is directly accountable for: 2-5

Are posts in more than one location? **No**

Is this at the same site? Are the posts managed highly mobile? **Yes**

Is the supervision/management shared with another post in the structure? **No**



**There are 7 FTE occupational therapy posts in the structure. Management of some of these will remain with the Lead Officer.

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
Experience of adult safeguarding procedures including supporting and guiding others with more complex safeguarding matters. Extensive experience of working with individuals in need of occupational therapy support and/or intervention Experience of effectively assessing the performance and development needs of an occupational therapy staff team which will include formal supervision, appraisals and staff development. Experience of researching and analysing information and data and compiling and presenting reports to relevant others. Risk assessment and risk management experience. Good knowledge and experience of the Disabled Facilities Grant Experience of assessing and overseeing safe systems of work in complex moving and handling environments. Experience of managing assessment systems. Experience of multi-disciplinary and multi-agency team working. Experience of developing new partnerships. Experience of leading, managing and making professional decisions in respect of complex cases. IT literate with the ability to effectively use IT systems.	
Knowledge, Skills and Experience	**Interview**
Experience of advising and leading on vulnerable adult issues in relation to the implementation of the mental capacity act and deprivation of liberties safeguards and their implication on services and individual. Advanced knowledge of current national and local drivers, policies and legislative frameworks. Excellent communication skills, both written and verbal. Strong report writing skills Ability to develop and deliver presentations High level negotiating, mediation and interpersonal skills. Ability to work towards agreed deadlines and prioritise own and other's workloads.	

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Tenacious and resilient.

Positive role model.

Education, Training and Qualifications	Original documents
Professional occupational therapy qualification with the ability to evidence continuing professional development. HCPC registration Proven management skills and experience with the willingness to work towards a formal management qualification.	
Working Arrangements	**Interview**
To be agreed with recruiting manager Requirement to transport self and equipment around the North Lincolnshire geographical area in a timely manner	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
•	
Knowledge, Skills and Experience	**Interview**
•	
Education, Training and Qualifications	**Original documents**
•	
Working Arrangements	**Interview**
•	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ✓	**No** ☐
Political restriction	
Yes ☐	**No** ✓
The ability to speak fluent English under the Immigration Act 2016	
Yes ✓	**No** ☐

• Version Control	
Author	HR Policy Team

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Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021