

Job Description



Job Title: Occupational Therapy Practice Manager	Service Area: Adult Social Care	
Section/Team: Occupational Therapy Team	Post Number:	Evaluation Number:
Grade: PO5	Date last updated: March 2015 (minor wording changes Aug 2019 /2022)	

Overall Purpose of Job

To support the OT HAIL Team Manager and Principal Occupational Therapist with the development, planning, delivery, performance, commissioning and governance of services to deliver a first class Occupational Therapy Service across Adult Social Care ensuring best value and choice and control are at the heart of the process.

To support Managers to manage resources efficiently and effectively; without compromising the delivery of high quality, fully integrated services.

To hold professional responsibility for Occupational Therapy related work undertaken by the OT Service. The OT team delivers interventions to maximise individuals and their family /carer's independence and resilience.

To manage efficient operations using processes, policies and procedures to ensure the delivery of high quality standards in line with national legislation and guidance and local and service policies and procedures.

To provide consultancy and mentoring/coaching to students, social workers, occupational therapists other staff and other professionals who have a safeguarding role through the provision of assessment, support planning, delivery of services and review.

To plan and organise assessment and development programmes for staff to enable them to develop assessment and OT related skills to a high standard.

Job Context

1. The post holder reports to the Principal Occupational Therapist.
2. To provide Occupational Therapy professional support and supervision to Occupational Therapists in Adult Social Care.

3. The post holder has line management responsibility for 8 - 12 FTE members of staff and will deputise for the Team Manager and the Principal OT when required to do so.
4. The post holder may have budget responsibility for up to £50,000
5. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

Individuals & Partners

Responsible for:-

- Providing an adult person centred service.
- Ensuring that arrangements change to take into account the individual context of each individual, ensuring that all staff working for the team take into account language, religion, culture and disability.
- Ensuring the team members pro-actively engage and build positive relationships with partners across all sectors to deliver joined up services.
- Working in partnership with individuals, carers and their families and existing support networks to identify their strengths and maximise opportunities for greater independence.
- Respecting confidentiality at all times.
- Representing the Service's interests in a range of organisational, internal and external, settings (such as Court, Local Authority, NHS or private organisational settings).
- Ensuring appropriate safeguarding responses are taken in respect of each Individual at any time during work undertaken for the purpose of assessment, to ensure that individuals are safe within community or setting.

Vision, Strategy and Performance

Responsible for:-

- Delivering services/professional practice that meets the needs of the service, in line with agreed strategies and development plans (including local and national policies and frameworks).
- Contributing to the development of quality products and services that meet the needs of individuals and those using the service, through joint planning and commissioning of strategies/services with relevant stakeholders.

- Ensuring that performance indicators are met and that high quality assessments are undertaken and completed within agreed targeted timescales.
- Ensuring data is both recorded and managed by the staff member and take responsibility for oversight of data quality and improvements in poor recording practices.
- Monitoring staff performance closely through appraisal systems and ensuring that management of poor performance is undertaken in a timely and proficient manner through performance processes and procedures.
- Taking the lead on and being accountable for delivery of assigned projects.
- Identifying trends and developments in professional work, and keep abreast of alterations to national, regional and local influences. Highlight the implications to the service and contribute to the development of services/policy and good practice.
- Contributing to a process of modernisation to improve service outcomes, ensuring that the range of products and services offered by the business are relevant and meet the requirements of individuals.
- Acting as an Ambassador for the service, delivering high quality services within the service, positively promoting and enhancing the overall reputation of the business.

Finance, Resources and Risk

Responsible for:-

- Assisting with the monitoring, evaluation and providing feedback on the standard of service provided against agreed service and financial performance indicators.
- Considering best value when planning programmes and taking the actions necessary to improve outcomes for Individuals, by an effective and efficient use of resources without compromising the welfare or wellbeing of any person.
- Ensuring value for money in the delivery of services
- Ensuring effective risk management is undertaken to minimise risk of harm to persons, carers and staff whilst undertaking their tasks and duties.
- Ensuring that effective risk management arrangements are in place to minimise the Service's risk and uncertainty in full compliance with the Service's policies.
- Assisting with the recruitment and deployment of staff in accordance with the Service's relevant procedures.

Effective Processes

Responsible for: -

- Ensuring within own function, that all policies, processes and practices and systems are operated/implemented in accordance with the Service's requirements and contributing to the review and evaluation of these to improve service delivery.
- Ensuring accurate and up to date records (manual and electronic) are maintained at all times. This also includes any records pertaining to commissioned activities.

- Contributing to the collection of a range of information and/or data on the service's performance, to enable accurate reports of service performance.

Organisation Learning, Growth and Sustainability

Responsible for:-

- Consulting with commissioning bodies, stakeholders, such as staff, individuals and partners to gather feedback of effectiveness of service delivery and to enable continuous improvement of service.
- Working with the Manager to identify the current and future skills and numbers of employees needed to deliver agreed services.
- Working with the Manager in establishing and/or identifying priorities for development and learning with the team.
- Planning for changes in your professional area that will occur from alterations to national and regional strategic frameworks and legislation, Local Authority policies and procedures etc, and ensuring that staff in your professional area are provided with the necessary updates and skills before the changes take effect.
- Using the Service's appraisal process, ensure that staff receive appropriate support and development to meet their agreed objectives.
- Maintaining own personal development, keeping up to date with changes in law, best practice, and procedures.
- Enabling and actively encourage sharing of development activities across the function.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Occupational Therapy Practice Manager	Service Area: Adult Social Care	
Section/Team: Occupational Therapy team	Post Number: 23934	Evaluation Number:
Grade: PO5	Date last updated: March 2015 (minor wording changes Aug 2018 /2022)	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>Expert knowledge and application of the relevant Social Care legislation, statutory responsibilities and guidance relating in particular to the Care Act (2014) and Housing grants, Construction and Regeneration Act 1996.</p>	Application Form/Interview
<p>Good knowledge and understanding of legislation and the national agendas relating to:</p> <ul style="list-style-type: none"> • Complex equipment /Minor adaptations • Personalisation /Strengths based approach • Transformation of ASC services • Major adaptations • Disabled Facilities Grants • Ordinary Residence 	Application Form/Interview

<ul style="list-style-type: none"> • No Recourse to Public Funds • Mental Capacity Act • Best Interest Decision Making • Deprivation of Liberty Assessment • Court of Protection <p>Knowledge of the current policy and issues in OT/social work practice specifically Safeguarding, Risk Assessment /Management and choice and control.</p> <p>Knowledge and understanding of the management and leadership aspects of the role.</p> <p>Demonstrable knowledge of quality systems and the ability to monitor the work of the team.</p> <p>Good knowledge and experience of financial systems and managing budgets.</p> <p>Extensive knowledge and competence of IT systems and the capacity to use them to harness their potential in organising and supporting the work of the service.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>EXPERIENCE:</p> <p>Experience and application of the relevant legislation, statutory responsibilities and guidance relating in particular to the Care Act (2014) and Housing Grants, Construction and Regeneration Act 1996.</p> <p>Demonstrable in depth experience of working in a busy Social Care environment and ability to manage complex casework</p> <p>Experience of advising, coaching and supporting staff within the team</p> <p>Demonstrable experience and understanding of dealing with NRPF</p> <p>Demonstrable experience and understanding of dealing with Ordinary Residence</p> <p>Demonstrable experience of managing a high pressure, high volume Supporting Care team</p> <p>Demonstrable experience of target setting and</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>managing of performance in relation to complex assessment and support planning activity</p> <p>Demonstrable experience of complex equipment provision and risk assessment</p> <p>Experience of managing both Social Work and Occupational Therapy (or other) disciplines</p> <p>Experience of managing budgets and monitoring budgets within a highly pressurised and complex needs service</p> <p>Experience of developing a service to ensure efficiency of processes and operational procedures</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>Educated to degree-level or equivalent in Occupational Therapy.</p> <p>To be registered as an occupational therapist with the professional registering body - Health and Care Professions Council (HCPC)</p> <p>Evidence of continuous managerial and professional development.</p> <p>SKILLS AND ABILITIES:</p> <p>Ability to manage, motivate and develop a team effectively to achieve high levels of performance from staff</p> <p>Ability to manage a budget, develop and maintain effective organisational processes and procedures</p> <p>Ability to lead and chair multi-disciplinary meetings</p> <p>Ability to negotiate with and influence individuals, staff, internal and external partners</p> <p>Ability to represent the service at a variety of internal and external meetings</p> <p>Ability to make sound professional judgements, including high risk issues concerning individuals, families and carers</p>	<p>Application Form/Documentation</p> <p>Application Form/ HCPC Register</p> <p>Application Form/Documentation</p> <p>Application/Interview/</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>Commitment to the achievement of the highest possible standards of professional practice by all team members through co-working, coaching/mentoring, advice and guidance</p>	Interview
<p>Advanced problem solving and decision making skills.</p>	Interview
<p>Ability to identify areas for development and show commitment to self and staff career development.</p>	Interview
<p>Advanced clinical reasoning skills demonstrating excellent written communication skills</p>	Application Form//Interview
<p>PERSONAL STYLE AND BEHAVIOUR:</p>	
<p>Has a high degree of personal integrity, uses political judgement and sensitivity, shows the capacity for self-motivation and empowerment of staff and works well under pressure.</p>	Application Form/Interview
<p>Demonstrate a strong commitment to the public service</p>	Interview
<p>Demonstrate a strong commitment to the promotion of equal opportunities</p>	Interview
<p>Demonstrate good Interpersonal and networking styles, including leadership behaviours</p>	Interview
<p>Show appropriate sensitivity towards the needs of individuals and carers</p>	Interview
<p>Quality, excellence and outcome focussed.</p>	Interview
<p>Facilitation, motivational and negotiation skills.</p>	Interview
<p>Resilient with ability to prioritise and work to tight deadlines.</p>	Interview
<p>Self-motivated, assertive, proactive and innovative.</p>	Interview
<p>Self-starter – completer – finisher</p>	Interview
<p>Ability to use judgement and sensitivity</p>	Interview
<p>Must have person centred approach when dealing with individuals.</p>	Interview

<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>This post is subject to an enhanced DBS check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p> <p>Application Form</p>
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