

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL  
JOB PROFILE**

<b>DEPARTMENT: Health and Wellbeing</b>	<b>SERVICE GROUP: Adults various</b>
<b>POST TITLE: Occupational Therapist Level 2</b>	<b>REPORTS TO: Team Manager</b>
	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

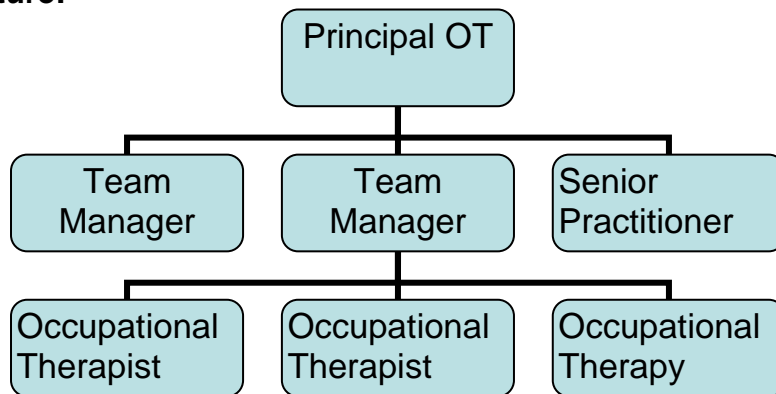
<b>Key Purpose of Post:</b>	
Contribute to the provision of Social Care Services in the community, residential and clinical settings.	
Provide an effective Occupational Therapy Service, carrying out complex assessments of people with a wide range of needs, supporting people to achieve maximum independence through assessment recommendations.	
Reducing the need for care and support through reablement services, delaying the developments of long term needs. Providing specialist advise to carers, reducing carer strain and enabling carers to continue in their roles.	
<b>Main Responsibilities of Post:</b>	
1.	Provide Occupational Therapy Assessments which are non-judgemental, upholding professional values and safeguarding people’s rights in keeping with legal frameworks including the Care Act 2014, the Human Rights Act 1998, the Mental Capacity Act 2005, Health & safety at Work Act 1974 and the Manual Handling Operations Regulations 1992. Working with people, their families, carers, and care providers to assess and identify provision determining eligibility under the Care Act 2014.
2.	Triaging referrals and responding based on priority of need. Ensuring proportionate information and evidence gathering to determine eligibility within the legal frameworks of the Care Act 2014, To support people to realise their potential independence and/or reduce carer strain initially by offering reablement and prevention services. To recommend equipment and /or adaptation solutions and make arrangements for the provision of these where appropriate.
3.	Undertake complex assessments which may involve legal, DoLS and Court of Protection,

providing expert witness and give evidence to court and other relevant bodies as required, including evidence in court in proceedings and the presentation of reports and application of appropriate Legal Orders

4. Confidently and autonomously manage a challenging workload, exercising decision making and demonstrating an ability to sustain engagement with individuals and families in fluctuating circumstances and capacities, including where there is conflict and risk.
5. Undertaking holistic functional assessments to develop solutions which ensure the best use of existing and specialist resources, apply innovation to practice through creative support planning in partnership with people, and their community networks.
6. Manage Local Authority resources effectively and efficiently within the delegated authority and designated expenditure, ensuring that assessments consider where the spending on equipment and minor adaptations would improve independence and delay the development of need. Including exercising sound decision making when making recommend designated major adaptations.
7. Accept responsibility for, and supervision of, users of the service when undertaking specialist assessments. Including bespoke assessments making use of specialist knowledge to inform interventions, exercising decision making in line with professional criteria. Making sure that case work is appropriately planned, critically evaluated and reviewed in line with corporate and service policies/guidelines.
8. Providing specialist knowledge as a delegated enquiry officer accountable for s.42 Delegated Safeguarding Enquiries. Producing risk assessments and working with the person during safeguarding planning to proportionately manage risk in relation to functional abilities, equipment provision and property adaptations.
9. Advising on housing legislation, building regulations and interpretations of plans. Providing solutions which include standard and specialist equipment, adaptations and housing options which enable a person to maintain their familial and community networks. Partnership work with other agencies and organisations in line with the responsibility outlined above.
10. To maintain up to date, accurate, concise and purposeful records of work in line with professional standards, the Data Protection Act 2018 and the General Data Protection Regulations (UK, GDPR)
11. Provide comprehensive reports to a variety of partners and panels, including Local Authority housing departments advising on rehousing or home adaptations. Provide professional and specialist advise to residential and nursing care homes to facilitate safe discharges under the CQC standards. To act as the lead contact for provision of adaptations including disabled facilities grants, with and/or without managerial overview.
12. To act in accordance with the strategic vision, priorities and policies of the Department and the Council. Actively promoting the Council's policies on Equality and Diversity, working in an anti-oppressive and anti-discriminatory manner.
13. Partnership working with a wide range of statutory and voluntary sector professionals, including chairing multi-agency meetings to share information and make informed professional decisions to influence outcomes in case planning and decision making.

14. To participate continuously in own professional development opportunities, including regular supervision and appraisal, in line with registration and Health Care Professions Council, identifying and acting on learning needs.
15. Assisting Team Managers and Senior Practitioners to initiate and carry out new initiatives and projects contribute to service and practice development, sharing professional knowledge and expertise
16. Providing formal induction, clinical supervision and professional development creating learning opportunities for students and Level 1 OT's, through their first year of progression providing a progress report which aligns to the competencies framework.

**Structure:**



**Special Knowledge Requirement:**

*Please see Appendix for full standards of proficiency for Occupational Therapists at the point of registration with HCPC*

Demonstrate a critical understanding of the legal frameworks and practice within the legal and ethical boundaries of their profession. Maintain high standards of personal and professional conduct. Promoting the service users interest at all times. (Standard 2, 2.1, 2.2)

Evidence that you can draw on appropriate knowledge and skills to inform practice, gathering appropriate information, analysing and critically evaluating research and information to inform practice using a range of methodologies relevant to the role (Standard 13, 13.3 12.8, 13.9, 13.10)

Demonstrate an understanding the importance of safeguarding by actively looking for signs of abuse, demonstrating understanding of relevant safeguarding processes, and engaging in these processes where necessary (Standard 2.3)

The ability to practice safely and effectively within the scope of the practice, identifying limits managing resources effectively. Always keeping their skills and knowledge up to date recognising the importance of keeping continued professional development (standard 1)

Demonstrate the ability to work part of a multi-disciplinary team work in partnership with service users, carers, colleagues and others, build and sustain professional relationships as both an autonomous practitioner and collaboratively as a member of a team (standard 8)

Recognise the impact of culture, equality and diversity on practice and practise in a non-discriminatory and inclusive manner, demonstrate the ability to respond appropriately to the needs of all different groups and individuals in practice, recognising this can be affected by difference of any kind including, but not limited to, protected characteristics<sup>1</sup>, intersectional

experiences and cultural differences. (standards 5, 5.1)
Be able to maintain accurate, comprehensible, succinct and timely records and reports to support professional judgment and organisational responsibilities, using the SystemOne as their electronic recording system. (standard 9)
Be able to demonstrate the need for active participation supervision and mentoring in supporting high standards of practice, and personal and professional conduct. (standard 4.9)
Demonstrate respectful partnership work with service users and / or their carers to facilitate the service user's preferred role in decision-making, and provide service users and carers with the information they may need where appropriate (standard 7.4)

<b>Relevant experience requirement: Used for shortlisting</b>
Must demonstrate successful completion of Practice Educator Training and work through a competency based progression.
Ability to work autonomously and seek support when required
3,500 hours post qualifying practical experience
<b>Relevant professional qualifications requirement: Used for shortlisting</b>
Qualified Occupational Therapist (BSc/BA MA/MSc (Hons) Occupational Therapy degree)
Current HCPC Registration
<b>Core Employee competencies to be used at the interview stage.</b>
<b>Carries Out Performance Management</b>
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Communicates Effectively</b>
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b>
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b>
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b>
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Working Conditions:</b>
You must be able to work evenings, weekends and bank holidays as required by the needs of the service. (This does not apply to staff employed before January 2023).
You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
<b>Special Conditions:</b>
There is a requirement for the post to have DBS checks
You need to have a full driving licence and a car available for work unless a disability prevents

**Competency Based Job Profile Occupational Therapist Level 2 2023**

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this or the service area in which you work has negotiated that essential car use is not required.		
<b>Compiled by:CO/LG</b>	<b>Grade Assessment Date: 20/3/23</b>	<b>Post Grade: PO2</b>
<b>Date:March 2023</b>		
<b>For HR use only</b>	<b>SAP Input Date</b>	<b>Name of Data Inputter</b>

## Appendix

[occupational-therapists-new-standards.pdf \(hcpc-uk.org\)](#)