CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: Operational Services** | |
| **POST TITLE: Occupational Therapy Team Manager, Access, Assessment & Support** | **REPORTS TO: Principal OT** | |
| **GRADE: PO6** | | **SAP POSITION NUMBER :** |

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 duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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.

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| **Key Purpose of Post:** |
| To Manage a team which includes professionally qualified Occupational Therapy staff, Occupational Therapy Assessors and Access Information Advisors. Upholding the Local Authorities responsibility to provide statutory services under the Care Act 2014, The Mental Health Act, The Mental Capacity Act and the Children and Families Act 2014, for Children and young people, including those who are transitioning from Children’s services in preparation for Adulthood, Adults, their carers and families across the Bradford District. Providing management to staff who are accountable for assessment, care and support planning, intervention, monitoring, and reviewing, to meet needs.  Ensuring that the standards of the Health Care Professions Council and the Royal College of Occupational Therapists, are complied with and performance targets are monitored and delivered.  Alongside the Principal OT, responsible for service improvement, defining the benefits and assessing progress towards realisation and achieving measured improvements. Accountable for expenditure against allocated budgets within Department guidelines set out by the Service Manager and maintaining effective monitoring systems for the same. |

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| **Main Responsibilities of Post:** | |
| 1. Will provide effective and structured supervision, including discussions about equipment, adaptations and clinical reasoning, in line with the Departments Supervision Policy, including induction where appropriate, to a number of workers within the Team and be responsible for the overall management of the Team. This will include staff meetings and positive communications within the Team and Service. 2. Undertake all elements of staff management including recruitment, progression, capability, health and wellbeing, reasonable adjustments, absence, complaints investigations, Freedom of Information requests and disseminating any learning from these. Ensuring that this is managed in line with General Data Protection Regulations, and the Equality Act 2010, alongside the Corporate and Departmental policies and procedures. 3. Responsible for the management of staffing resources, allocating based on priority of need and managing those using a case allocation system, when required reviewing the allocation systems, to ensure that all cases have the relevant associated assessments, providing assurance that care planning is personalised and outcome focused, meeting objectives, targets and outcomes 4. Provide critical reflection, challenge and evidence-informed decision-making in complex case management, on behalf of the Department, in line with delegated decision making authority. Support others in developing these capabilities, and finding their own solutions. 5. Ensure that all statutory requirements with regard to occupational therapy practice and processes are met and that Departmental policies and procedures are adhered to and delivered in accordance with these. 6. Promote positive approaches to diversity and identity within the team and across the department, providing guidance and challenge as required. Implementing policy developments and decision-making in line with the overall Service. 7. Chair complex multi-agency meetings for, ensuring that partnership working takes place with other services, both internal and external to the Council. Responsible for staff who are delegated enquiry officers when the concern relates to abuse and or neglect and acts of omission, where specialist Occupational Therapy knowledge is required. This could be both in relation to care providers or people in their own homes being cared for by their family members. 8. Provide oversight advice and guidance of delegated enquiries ensuring that they meet the expected standards, coordinated safeguarding risk assessment and planning, responds to identified needs and/or risks. 9. Will Monitor and manage team performance using performance management and business intelligence and informatics to ensure that performance at all levels; place, system and national is achieved and maintained as required by the Service Manager. 10. Will develop effective multi-disciplinary working relationships with partner agencies who are involved in the assessment and delivery of care services, and the appropriate development and management of locality working. 11. Will contribute to or lead project groups or working parties and to develop the service within the philosophy and principles of current and new legislation and related government guidance. 12. Making decisions on expenditure of money within Department guidelines set out by the Service Manager and maintaining effective monitoring systems for the same 13. Will work with the Service Manager to identify and agree a personal and team development programme via the appraisal process in line with organisational targets. 14. Will support the development and use of technology to deliver services effectively. 15. Responsibility for identifying, tracking and realising the benefits and outcomes required in making service improvements. Will contribute to the commissioning of services within the area from independent providers and commission/purchase to meet individual needs of users 16. Ensuring the effective implementation of workforce development and support arrangements. Will monitor the performance of an assessment and support team and take action to improve where necessary. | |
| **Structure:** | |
| **Special Knowledge Requirement: Will be used for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in libraries and market centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously, almost effortlessly.  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language. | **x** |
| Carries out the working practices, procedures and basic operations across Adults Social Care. | x |
| Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area - primarily adults, young people and their families and/or other areas of work | x |
| Uses a range of specialist ICT systems across own work area and/or across other areas of work, primarily SystmOne. | x |
| Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team. | x |
| Uses, interprets, analyses, communicates complex numerical information. Able to produce team performance reports. | x |
| Exercises professional accountability for decisions relating to the liberty or safety of service users in individual situations within the framework of relevant legislation and policies. | x |
| Ability to operate effectively within multi agency and inter-professional partnerships and settings. | x |
| Has a good working knowledge of legislation and procedures relevant to Adults social care, the Care Act 2014, The Mental Capacity Act 2005 and then Mental Health Act 1983, Disabled facilities Grants and Housing legislation. | x |
| Ability to interpret and where appropriate apply the law relating to the provision and function of support for Adults. | x |
| Application of legislation and best practice relating to Adults Safeguarding work. | x |
| Working professionally with service users from ethnic minority groups | x |

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| **Relevant experience requirement: Will be used for shortlisting** |
| Minimum 4 years post qualification Occupational Therapy experience in a Community or Hospital Team of which at least half must have been in a community setting.  Experience relevant to the practice and principles of Care Act, Housing Legislation, Carers’ Legislation and Mental Health legislation.  Experience of working with all service user groups and with service users including people who may be underrepresented from diverse cultural or faith backgrounds.  Experience of interpreting and applying the law relating to adult services, including Children’s legislation for young people transitioning from Children’s to Adults services.  Evidence of continuous professional development. |
| **Relevant professional qualifications requirement: will be used for shortlisting** |
| Qualified Occupational Therapist (BSc/BA MA/MSc (Hons) Occupational Therapy degree)  Current HCPC Registration |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management –** covers the employee’s capacity to manage  their workload and carry out a number of specific tasks accurately and at a high standard. |
| **Communicates Effectively** - 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. |
| **Carries Out Effective Decision Making** - 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. |
| **Undertakes Structured Problem Solving** **Activity** - 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. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| 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. | | |
| **Special Conditions:** | | |
| Registered with HCPC and maintain this registration throughout period of holding post.  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 this or the service area in which you work has negotiated that essential car use  is not required. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable. | | |
| **Date: 09.02.2023** | **Grade Assessment Date: 20/3/23** | **Post Grade:PO6** |