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| |  | | --- | |  | | **Moving and Handling Co-ordinator**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Moving & Handling Co-ordinator  **Service Area: Adult Social care**  **Directorate: Prevention, Wellbeing and Independence**  **Team: Equipment, Adaptations and Sensory Loss Team** | Salary Grade: SO3 |
| **Post Reports to: Aurndra Golden Team Manager**  **Post Responsible for: Operational Teams** | |
| **Main Purpose of the Job:**  To provide a specialist service both directly to service users and carers and to the authority as council expert.  To carry out specialist assessments and devise moving and handling care plans for specialist, non-standard situations, involving a high level of creativity and responsibility.   To plan and deliver mandatory moving and handling training for identified Council employees in line with Council policy.  To inform local policy and ensure that the authority complies with legislative requirements as the lead advisor and council expert.  To work closely with other agencies in both individual casework and in formulating and facilitating procedures, and to represent the council on joint forums.  To be a specialist resource for staff, and to provide support, advice and guidance to staff both within the council and other agencies | |
| **Summary of responsibilities and key areas:**   * Assessing the need for a specialist service, assessment, care management and care planning and for the specialist requirements of service users and staff in moving and handling. * Providing appropriate moving and handling interventions to reduce risk, facilitate care packages and affect positive change, with a high degree of autonomy and creativity in decision making. * Procurement of individual items of assessed specialist equipment at the most competitive price and quality, managing stock and ensuring appropriate maintenance is carried out. * Managing the workload for the specialist service, including prioritising and allocation. * Advise the authority and partner agencies in matters relating to moving and handling and its impact, and inform policy as the council expert. * Devising and delivery of specialist training, both formal and informal in consultation with staff development. * Managing specialist services and equipment for moving and handling. * Devise work processes and associated documentation as council expert involving development of IT systems and written documentation for use by and with external agencies. * Reviewing latest research, evidence, legislation and case law and advise senior managers on modifications to existing policies and practise guidance. * Advise on the development of performance management systems for moving and handling, and keep service records up to date. * To identify, purchase and issue specialist moving and handling equipment, and to manage stock of specialist equipment. * To ensure proper use of training equipment and facilities whilst responsible for delivery of Moving and Handling training. | |
| **Job activities:**   * To carry out moving and handling assessments in service users’ homes, hospital or other accommodation. * To identify risks in moving and handling to both service users and care staff, and to devise and implement measures to reduce the risk. * To create bespoke moving and handling care plans for individuals using specialist knowledge. * To work to resolve crisis situations where moving and handling is a key issue. * To use conflict resolution and negotiation skills where there are differing views on moving and handling between service users, their family carer and care staff. * To alert Care Managers where there are any indications of safeguarding issues, as the service users who require a moving and handling service are often vulnerable adults. * To procure items of specialist equipment at the most competitive price and quality, manage stock, ensure appropriate maintenance is carried out and use specialist expertise to manage the market in the specialist field. * To receive, prioritise and allocate referrals for the Moving and handling service. * To work with staff development to agree training requirements and schedules. To devise and deliver a range of moving and handling courses for staff and managers, using up to date presentation techniques and practical demonstration and practice. * To carry out moving and handling instruction with service users and carers on an individual basis. * To provide feedback to care staff on their performance of moving and handling procedures in order to develop their skills, and to give feedback to line managers on their performance. * To provide a lead for staff as the most senior member of staff when on visits, particularly in modelling good practice and resolving conflict. * To work with colleagues from other teams within the council, health and independent sector to give expert advice and guidelines, plan care and hospital discharge arrangements and advise managers re policy and procedures. * To manage own time and complex case load, including prioritising tasks, dealing with crises, reviews, training, requests from other services, liaison and planning meetings and meeting a range of deadlines. * To authorise orders for specialist equipment costing up to £200 | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Substantial post qualification experience with evidence of having undertaken and implemented moving & handling assessments as part of a multi-disciplinary team. | Essential |
| Undertaken training of staff in moving & handling. Effective presentation skills and knowledge of a range of training methods. Ability to identify process involved in adult learning. | Desireable |
| Working knowledge of health and safety legislation and regulations and legislation in relation to moving & handling | Essential |
| Knowledge of a range of different resources to enable people to be supported/maintained in the community | Essential |
| Member of Chartered Society of Physiotherapists or Royal College of Occupational Therapists or Registered Nurse and be registered to practice with either HCPC or NMC. | Essential |
| Communicating effectively | Essential |
| Being customer focused | Essential |
| Personal organisation and effectiveness | Essential |
| Making the most of information and communication technology | Essential |
| Awareness and commitment to anti-discriminatory practice | Essential |
| Ability to drive and have a car available to use for work purposes | Essential |
| While normal working hours will apply, on some occasions flexibility may be needed in response to a particular complex situation | Essential |
| The ability to undertake visits to service users’ homes and be able to access all areas of the home environment. Ability to fit and demonstrate equipment in service users’ homes. Ability to undertake all standard Moving & handling techniques | Essential |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY (SEE GUIDANCE ON ENGLISH LANGUAGE REQUIREMENT ON CONNECT)  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |