**Job Description and Person Specification Profile – Assistant Team Manager – Occupational Therapy**

**Assistant Team Manager – Occupational Therapy**

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| **Service:**  | **Adults Services** |
| **Salary & Grade/Band/Pay Range:****Job ID:****Professional Grade Category:** | *Grade I/I+* JH09-P*Yes* |
| **Responsible to:** | *Team Manager*  |
| **Contract Basis:**  | *3 year temporary* |
| **Hours Per Week:**  | *36 hours per week* |
| **Working Pattern:** | *Hybrid (Office/Homeworking)Monday - Friday* |
| **Location:** | *Wilshaw House, Ashton-Under-Lyne* |
| **Probationary Period:** | 12 months |
| **Criminal records Check required:** | *Yes* |
| **Politically Restricted Post:**  | *No*  |

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| **What’s the post, and what are we looking for?** |
| The post will assist the Team Manager in the management of a team of professionals who aim to support adults with care and support needs in Tameside to live well at home. The Team Manager will lead on best practice and support the team to continue to deliver the council’s statutory duties under the Care Act (2014)**Main Duties and Responsibilities include:***This list is not exhaustive, and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.***Main Duties and Responsibilities include:**1. To be responsible for a team of professional occupational therapy staff, providing formal supervision and facilitating the development of the team.
2. To lead the team ensuring that the functions of the team are carried out effectively and in accordance with legislation, regulations, guidance, standards and local procedures and priorities.
3. To support the overall strategic planning and management of the team alongside the Team Manager to support the development of high quality services that achieve good outcomes for adults and their carers.
4. To support with the continuous improvement of the service in the light of service user views, performance data and stakeholder feedback in accordance with Best Value principles.
5. Develop a team culture which places the voice of lived experience, internal and external, at the heart of the service.
6. Operate and implement an effective and successful performance management system to manage the team and individual performance, including the identification of key performance indicators and the management of appropriate actions to address under performance within services and enhance positive outcomes.
7. Provide effective managerial leadership and ensure a clear direction for the team.
8. To oversee and approve support plans in line with policy and procedure, support the team manager to maximise resources and manage the team’s budget.
9. Build and develop the strengths and skills of employees within your team, creating a confident learning and development environment.
10. To support and assess newly qualified occupational therapists completing their preceptorship and occupational therapy apprentices within the team.
11. To support professionals within the team to maintain their continuous professional development and monitor professional registration.
12. Support to investigate and respond to Stage 1 complaints.
13. Work in a corporate and co-operative way with other managers, Members and employees.
14. To perform any other duties that corresponds reasonably to the general character of the post and are commensurate with its level of responsibility.

 1. To lead on making informed and timely decisions, both individually and as part of a team. To act decisively when necessary. To access and use information to inform decisions.
2. Personal commitment, strength and resilience in day-to-day management role. A willingness to be personally accountable and responsible for decisions. To 'lead by example', to demonstrate adaptability and flexibility
3. Have a positive attitude to change, and obtain the commitment from others in change efforts. A capacity to cope with ambiguity, uncertainty and change, and view problems as opportunities or challenges.
4. To support to implement the quality assurance framework, through completing regular audits and seeking regular feedback from people who use the service.
5. Provide oversight and leadership of safeguarding responsibilities within the team and provide a learning culture with regards to practice improvement ensuring quality standards are achieved.
6. Lead an integrated team in collaboration with Health Colleagues across the system, building strong positive working relationships ensuring a streamlined efficient response in managing the team leading to positive outcomes for people.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

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| **About you** |
| **Your essential qualifications*** Occupational Therapy degree/diploma
* Registration with Health and Care Professionals Council

**Your essential experience*** Post-qualification experience in Adults work in a Local Authority setting
* Experience of working in an integrated system
* Experience of supporting organisations through change
* Broad knowledge and practice experience of working within Adult Social Care legislative frameworks
* Experience in joint working arrangements with other agencies
* Experience of communicating with the public, service providers and other stakeholders

**Your essential skills*** Ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood
* Ability to advise others and deal with sensitive issues in difficult situations
* Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments and proactively think through problems rather than reactively, following a procedure-driven approach
* Ability to turn strategic ideas and objectives into practical, well organised plans
* Ability to think laterally and take into account the root cause of a problem and the client/organisation wide consequence of decisions made
* Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders
* Skills in needs assessment and risk assessment
* Ability to work effectively in multi-disciplinary system
* Ability to work jointly across the service and with other agencies
* Ability to communicate openly and honestly with service users and their families
* Ability to maintain up-to-date accurate information using IT database
* Ability to relate with people effectively
* Ability to work as a member of a team
* Ability to communicate effectively in writing and produce good quality reports
* Able to present information to public and groups

**Your essential knowledge*** Extensive knowledge and understanding of the legislative, political and social policy context of Adult services
* Extensive knowledge and experience of working with the Mental Capacity Act 2005 and Human Rights Act 1998;
* Extensive knowledge and understanding of the theories which underpin occupational therapy practice and their impact on and relationship to evidence-based occupational therapy practice
* An extensive knowledge and understanding of Adult Electronic case file Management Systems.
* Understanding of theory of communication with adults
* Understanding of Care Act 2014
* Knowledge and understanding of adult safeguarding procedures
* Understanding of anti-discriminatory practice
* Understanding of the mental health needs of vulnerable adults
* An understanding of the role of performance management, competency-based assessment and quality assurance in ensuring the social work service maintains a high quality of service delivery to its customers
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English

**Your essential qualities*** Ability to be non-judgemental
* Aware of self and own values
* Ability to be assertive
* Self-confidence and personal resilience
* Clarity of thought
* Ability to seek out and develop own learning
* Developing others – communicate to others

**If you have the following experience or qualifications – then that’s great!*** Post qualification training
* Practice Educator
* Best Interest Assessor Training
* Experience in recruitment, assessment and support of professional staff
* Experience of Supervising occupational therapists/assistants or manual handling practitioners and addressing practice issues
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**VALUE DIVERSITY**

We are all recognised for our diversity, , commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.

**As well as making a difference to your community and working for one of the highest performing organisation’s in the country, here are some other reasons we think you should consider a career with us:**

You will have an **induction** that will help you to understand what to expect once you start, how the organisation works and how your post contributes towards the Corporate Plan ‘Our People Our Place Our Plan’ aims and aspirations for the area.

The plan is structured by life course – Starting Well, Living Well and Ageing Well, underpinned by the idea of ensuring that Tameside is a Great Place, and has a Vibrant Economy. Tameside has a genuine **commitment to equality of opportunity** for its employees and citizens.

A comprehensive **workforce development programme**, leadership development programme, as well as an aspiring manager programme.

**Up to 30 days leave per year** depending on pay grade/band, in addition to statutory bank holidays. We also operate a **Holiday Purchase scheme.**

The commitment to improving the **work-life balance of employees** with a number of supportive procedures promoting, various types of flexible working. Along with, many family friendly policies in place, including generous schemes covering maternity, paternity, shared parental and adoption leave.

Tameside Council employees can join the **Local Government Pension Scheme (LGPS).** More information about GMPF and LGPS pensions can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk). Teachers can join the **Teachers’ Pension Scheme**.  More information on this scheme can be found by visiting [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk/).

Tameside offers a range of salary sacrifice schemes, plus a number of other **staff benefits** including discounts at local shops, restaurants, health and fitness clubs and much more.