

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Adult Social Care
SECTION:	Neighbourhood Teams
LOCATION:	Various
JOB TITLE:	Advanced Practitioner/Occupational Therapist
POST NUMBER:	
Grade:	9
Accountable to:	Team Manager
Accountable for:	Professional supervision and development of Occupational Therapists
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is/is not Politically Restricted in accordance with the current regulations</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

- Undertaking direct work with adults, older people, and their families and carers with eligible social care needs, focusing on particularly complex problems which require advanced practice skills.
- Acting as a responsible manager for safeguarding investigations.
- Taking responsibility for the development of specific areas of professional occupational therapy practice.
- Providing leadership and professional supervision to occupational therapists and occupational therapy assistants.
- Undertaking audits of practice to inform training and development.
- Supporting and promoting the development and maintaining of high standards of professional practice both within the team and service;
- Evidencing competency in undertaking and leading on specialist assessments across the service when an independent overview is required.
- Supporting and mentoring staff on various programmes such as practice placements

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, Royal College of Occupational Therapy (RCOT) HCPC Standards of Practice and CPD requirements.

Relationships (Internal and External)

Colleagues across the Council, elected members, statutory partner agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

Quality of Practice

1. To act as a senior member of the team and assist and deputise for the Team Manager in decision making and direction of assessments and support plans within a legal framework.
2. To undertake direct work with adults, older people and their families and carers focusing on particularly complex problems which require advanced practice skills.
3. To act as Responsible manager in safeguarding investigations.
4. To provide leadership and professional supervision to occupational therapists and support planners. Allocate work and prioritise referrals into the service.
5. Taking responsibility for the development of specific areas of professional occupational therapy practice including the initiation and development of appropriate policy and procedures for approval by the Head of Service.
6. To support and promote the development and maintaining of high standards of professional practice both within the team and service. To provide mentoring, guidance and support to Occupational Therapists and liaise with other Advanced Practitioners/teams to ensure that such mentoring and support is delivered in the most effective manner.
7. To support and promote the use of best practice guidance, through performance management and quality assurance processes and initiatives.

Communication and Engagement

8. To promote good standards of customer care ensuring service user and carer views inform assessment and support plans.
9. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Adult Social Care Performance Framework, ensuring that these are sensitive to minority and disadvantaged groups.

10. To participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Adults Social Care Quality Audit processes, to ensure the highest possible standard of social work and other safeguarding practice.

Organisational and Personal Development

11. Supporting the induction of new members of staff and Occupational Therapy students .
12. Contribute to both the delivery and design of the Adult Social Care Workforce Development Strategy as well as corporate, in-service and multi-agency training programs.
13. To provide expert mentoring, guidance and support to occupational therapists and to liaise with other Advanced Practitioners to ensure that such mentoring and support is provided in the most effective way.
14. Drawing up and implementing plans for self and team members under the direction of the Team Manager to ensure team business plan targets are met.
15. Disseminating information to team members and ensuring they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning, training and development opportunities relevant to the post.
15. To be responsible for the promotion of own and the teams professional development ensuring current and continued registration with HCPC.
16. To undertake supervision of staff in line with Adult Care requirements and to complete Personal Development Reviews (PDR's) ensuring that SMART objectives are in place.
17. Provide evidence of CPD that meets the requirements of Advanced Practitioner level.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Lynne Bowker	Date	November 2023
Agreed by Post holder		Date	
Supervisor		Date	
Service Director		Date	

**Rochdale Borough Council
Person Specification**

Service :	Adult Social Care	Post:	Advanced Practitioner Occupational Therapy
Section :	Neighbourhood Teams	Post Number :	
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
	Filter Questions		
1	Do you have a professional Occupational Therapy Qualification, are registered with HCPC and have evidence of CPD?	E	AF (certificates to be brought to interview)
2	Do you have significant post qualification experience of working with adults, older people and carers?	E	AF
(a)	Special Working Conditions		
1	Hours may be required to be worked over 7 days as per needs of service.	E	AF I
2	Ability to converse at ease with the members of the public and provide advice in accurate spoken English	E	I
(b)	Qualifications and Experience		
1	Please give details of your in-depth knowledge of occupational therapy and moving and handling work with adults, older people and carers and the legislative framework.	E	AF I A
2	Please give details of your experience of undertaking direct work with adults, older people and carers.	E	AF I A
3	Please give details on your ability and commitment to work in accordance with the RCOT and HCPC Standards of Practice	E	AF I A
4	Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments.	E	AF I
5	Please provide evidence of substantial post-qualifying CPD.	E	AF I
6	Please give details of your knowledge and experience of occupational therapy supervision and how this can be complemented by mentoring and coaching to professional colleagues in accordance with the HCPC Standards of Practice	E	AF I A
7	Please give examples of how you have assessed and	E	AF I A

	analysed complex cases.		
(c)	Skills and Knowledge		
1	Please give details of your wide knowledge of outcome focussed practice.	E	AF I A
2	Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures.	E	AF I A
3	Please give details of your understanding of the Adult Social Care Outcomes / Clinical Outcomes Framework and performance measures.	E	AF I A
4	Please give details of how you are able to make recommendations for action in relation to complex situations including those where there may be significant risks	E	AF I A
5	Please give details of your good communication skills with adults, older people and carers and a wide range of partners and stakeholders, both verbally and in writing	E	AF I A
6	Please give details of your ability to negotiate with service users and partners.	E	AF I A
7	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	AF I A
8	Please give details in your ability to use initiative and be proactive in: assessing, analysing and making professional judgements in order to deliver positive outcomes for adults, older people and carers minimising risk identifying situations which may pose a safeguarding risk , provoke media interest or where the reputation of the Council is at stake and to make sure that the Team Manager is informed and kept up to date with developments; making decisions relating to the management of staff and resources, including prioritising and allocating work, monitoring progress against standards and informed by making decisions relating to the management of staff and resources, including prioritising and allocating work, monitoring progress against standards and informed by legislation, guidance, policies and procedures.	E	AF I A
9	Please give details on your ability and commitment to work in accordance with the RCOT and HCPC Standards of Practice	E	AF I A
(d)	Behaviours and Values		
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I