



ROCHDALE BOROUGH COUNCIL

ADULT SOCIAL CARE SERVICE

JOB DESCRIPTION

SERVICE:	Adult Social Care Service
SECTION:	ASC Operations, Occupational Therapy Service
LOCATION:	Number One Riverside Rochdale Office base: <i>Number One Riverside, Rochdale</i>
JOB TITLE:	Principal Occupational Therapist
POST NUMBER:	
GRADE:	SM 3
ACCOUNTABLE TO:	Deputy Director of Adult Social Services (DASS)
ACCOUNTABLE FOR:	
HOURS OF DUTY:	37 hours

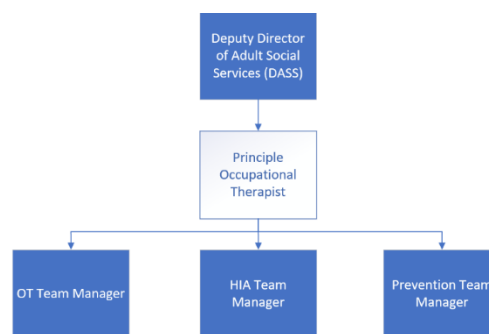
ANY SPECIAL CONDITIONS OF SERVICE:

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 RBC.

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

ORGANISATIONAL CHART

PURPOSE OF THE JOB



Lead the strategic development and professionally support the delivery of high-quality occupational therapy practice across Adult Social Care and in conjunction with partner organisations. Provide professional advice and leadership on strategic issues affecting occupational therapy. Shape Council policy to ensure continual professional development of Occupational Therapists, with a view to achieving best practice across Adult Social Care.

Working in partnership with NHS providers and other stakeholders, be responsible for the delivery of integrated health and social care teams.

Provide strategic leadership across the health and social care system in order to deliver high quality service which meets the health and social care needs of the neighbourhoods and its citizens.

Successfully manage resources, achieve best value with service delivery, budget management and financial spend, and ensure the delivery of statutory duties and performance measures. Service areas to be determined in line with role and business need.

Control of Resources

Personnel

- To recruit, lead, manage, motivate and develop staff so as to maintain the highest level of staff morale and to create a culture of learning, sharing good practice within the neighbourhoods.
- Take a responsible and lead role in all human resource issues relating to capability, sickness absence and disciplinary matters for staff in the cluster.
- Monitor staff performance; ensure training and development needs of staff within the area are identified and coordinated.
- Ensure that all staff receive regular management and clinical supervision, appraisal and annual appraisals.
- Ensure the contributions and perspectives of all staff are heard, valued and are able to influence management decision making – creating cohesiveness.
- In conjunction with the Senior Leadership Team develop local workforce plans, employee engagement and workforce productivity plans, focusing on enhancing the commitment of staff and optimising workforce productivity and performance.
- Utilise workforce efficiently and effectively incorporating training needs analysis to ensure the structure and skill mix reflects the activity demands and to implement skill mix, staff deployment/changes as appropriate to meet the changing needs of service users within the financial budget.

Financial

- Be accountable for the management of a Multi-agency budgets through close working with the Senior Leadership, ensuring that delegation of resources meet the demographic needs of the local population through risk stratification.
- Remain accountable to implement Standard Financial Instructions of the organisation within a specific financial envelope.
- To ensure funding decisions are made within the financial envelope and in accordance to relevant organisational policies. For organisational resources eligibility and charging policies must be taken into account.
- To oversee and be responsible for the procurement of supplies and equipment for the service following appropriate process ensuring that equipment and other resources required for the safe delivery of the service are purchased, delivered, secure, maintained and replaced.
- To identify the potential for income generation and cost improvement schemes
- To be an authorised delegated financial signatory.

Equipment/Materials

- To be responsible for any furniture, equipment or materials used by the postholder.

Health/Safety/Welfare

- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the organisation, in adhering to statutory and departmental safety regulations.
- The post holder is required to contribute to the control of risk and must report immediately, using the organisation Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public
- All organisation sites have been designated as no smoking area. The post holder is therefore advised smoking is not permitted within the workplace grounds or whilst representing the organisation in the course of their duty. While the organisation will not discriminate against employing smokers, all prospective employees should be aware of this policy

Equality and Diversity

- The post holder must carry out all duties and responsibilities of the post in accordance with the organisation's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders
- The post holder must promote awareness of and respect for equality and diversity in accordance with relevant policies and procedures
- The post holder is responsible for treating all staff, patients, service users, contractors and the general public with dignity and respect at all times.

Training and Development

- The post holder will be involved in a formal appraisal/review with his or her manager annually. This will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery
- The post holder will be expected to take responsibility for their own professional development and will be supported by the organisation to achieve development opportunities as appropriate

Relationships (Internal and External)

- To develop, build and maintain all relationships to deliver an effective integrated service
- Local Care organisation
- All public services
- Voluntary Organisation
- Other Providers
- Commissioners
- Trade Unions
- This list is not exhaustive

Values and Behaviours

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

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these behaviours at all times.

Principal Duties:

1. Be responsible for the management, development and co-ordination of the activities of a multi-agency team.
2. Ensure the delivery of a high quality, effective and efficient service which is responsive, flexible and meets the health and social care needs in line with locality demographics.
3. Participates in the development and delivery of the services objectives. This involves the delivery of all operational performance targets, including managing flows, finance and the quality of services.
5. Strategically plan and develop sustainable new models of care and take the lead on integrated care programs with partners.
6. Support the development and delivery of Multi-disciplinary Care Pathways.
7. To develop and facilitate close working relationships with partner agencies, exerting influence to ensure that integrated support is being provided to adults and their families to achieve defined outcome measures.
8. Deputise for the senior management as and when required and to undertake any other reasonable duty, which is appropriate to the band/grade as and when required.
9. To be familiar with and comply with all organisational and departmental policies, procedures, protocols and guidelines
10. To be aware of and work towards the strategic goals as set out in the locality and other relevant business Plans
11. Maintain excellent communication with all staff, service users and stakeholders, ensuring organisational information is accurate and up to date.
12. Manage processes to enable a range of effective communication methods within and between teams.
13. Provide expert leadership, advice and support to peers and senior colleagues within and outside of the department.
14. Work autonomously and take management decisions without direction. Work is largely self-driven and directed by interpretation of the goals of the post and relevant policies.
15. Complete regular audits of demand and capacity.
16. Adopt Quality Improvement methodology to achieve service improvement.
17. Plan and implement changes to manage and coordinate administrative and managerial processes, e.g. complaints, critical incidents and safety alerts and ensure systems are in place to provide all statutory, regulatory and other information as required by the neighbourhood.
18. Participate in the on-call rota, taking responsibility for ensuring the coordination and performance of effective service delivery within the period of on-call.
19. Working knowledge of Microsoft office with intermediate keyboard skills.
20. Support and deliver and monitor performance against set targets (activity, finance, outcomes, utilisation) and address variances to ensure effective delivery of service and standards.
21. Ensure that all standards of care delivery are asset based and in line with the local demographics of the population.
22. Manage waiting times and work flows efficiently and advise of any untoward movement which adversely affects reducing targets set.

23. Ensure staff practice within the legal and ethical boundaries as determined by the Health Care Professions Council/Nursing & Midwifery Council/Social Work England or other professional regulatory bodies.

24. Appointments to regulated and controlled activities require an enhanced DBS.

25. Ensure that all staff take a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

26. Ensure all staff refer any safeguarding issues to their manager and escalate accordingly in line with the multi-agency child and adult Safeguarding Policies.

27. Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the organisation unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.

28. The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

29. The post holder must ensure compliance with the Data Protection Act and GDPR rules at all times.

30. Ensure that Infection Prevention and Control is the responsibility of all staff.

31. All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing the organisation Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards.

SECONDARY DUTIES

1. To attend and participate in regular one-to-one meetings, annual PDR, team meetings and training as required.
2. To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, health, safety and welfare, customer care, emergency, security and promotion of the Council's values and priorities.
3. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the Service head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)

Specialist Principal Duties

Leadership & Senior Management

- Lead on embedding occupational therapy theory and principles into practice, utilising a whole-systems and strength-based approach.

- Lead on the Home Improvement Agency (HIA), equipment and prevention services that promote wellbeing.
- Provide professional leadership for occupational therapists across adult social care.
- Lead on strategic planning and service development, ensuring occupational therapy is integral to multidisciplinary approaches, best practice and the prevention agenda.
- Lead on the development and implementation of policies, procedures, and practice standards.
- Take a lead role with partners across borough to influence and drive system change and improve service delivery so that people's needs are met.
- Effectively manage identified service areas and workforce, in line with relevant policies, procedures and legal frameworks.
- Successfully manage identified budgets, spend and resources. Ensure effective and cost-efficient provisions for the future, creating efficiencies where possible.

Clinical Excellence

- Maintain HCPC registration and promote high standards of clinical practice, legal and policy literacy.
- Ensure department compliance with statutory duties, national, regional and local priorities.
- Support complex case management and provide expert consultation and advice to teams, senior leadership, members and DASS.
- Lead quality assurance initiatives, audits, and service evaluations.
- Maintain up to date knowledge on legislative and policy changes and work with senior management and the workforce to ensure practice is adapted accordingly.

Workforce Development

- Provide professional oversight, supervision and mentorship to identified workforce.
- Identify training needs and support continuous professional development in Rochdale Borough Council and with partners.
- Lead recruitment, induction, and retention strategies for the workforce

Partnership & Collaboration

- Work collaboratively with children's services, health, housing, voluntary sector and other stakeholders to promote integrated care and best practice.
- Represent occupational therapy, HIA and adult social care in strategic forums and working groups.
- Advocate for the occupational therapy profession and its contribution to preventative, enabling, and recovery-focused care.

**Rochdale Borough Council
Person Specification**

Service :	Adult Care Services	Post:	Principal Occupational Therapist
Section :	Occupational Therapy Service and Prevention	Post Number :	
Job Ref:		Grade:	SM 3

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 these 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
(a)	Special Working Conditions		
1	To embrace and act in accordance with Council Policies and Regulations	E	AF & I
2	Prepared to undertake a certain amount of travelling in the execution of duties	E	AF
3	Demonstrate that you are willing and able to work in the evening when necessary and occasionally at weekend.	E	I
(b)	Qualification and Experience		
1	Degree/Diploma in Occupational Therapy.	E	AF, Production of certificates at interview
2	HCPC Registered	E	AF

3	Significant post-qualification experience, including leadership roles.	E	AF & I
5	Demonstrable experience of providing effective and responsive customer focussed services.	E	AF/I
6	Significant experience of working in an evolving/changing environment demonstrating flexibility of approach and attitude.	E	AF/ I
7	Substantial management and leadership experience within social care or health services	E	
8	Substantial experience of delivering social care/health services	E	
10	Proven ability to manage complex clinical situations and lead service development.	E	AF/I
11	Applied knowledge of legislation, safeguarding, and best practice in adult social care.	E	AF/I
12	Excellent communication, negotiation, and interpersonal skills in a management role.	E	AF/I
(c) Skills and Knowledge			
1	Substantial knowledge of social care assessment and care management requirements and provision of services to meet the needs of people with mental health issues E AF / I	E	AF//I/ A
2	Well developed inter personal skills. Able to motivate, coach, support and direct people	E	I/A
3	Well developed understanding, ability and commitment to inter-agency work	E	I/ A
4	Excellent communication skills	E	AF/ I/A
5	Able to think and act strategically	E	AF/I/A
(d) Behaviours and Values			
1	Demonstrate that you have high ethical standards, you act with integrity, are reliable and trustworthy	E	I
2	Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF, I

