

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	CYPD Occupational Therapy Team Manager
DIRECTORATE	Children and Adults
SERVICE	CYPD Team 0-18
RESPONSIBLE TO	Service Manager
GRADE	SW4
JOB FAMILY	

MAIN PURPOSE OF JOB

To line manage, support and coach a team of experienced Occupational Therapists (OT's) responsible for the completion of specialist assessments of children and young people with disabilities, ensuring they achieve their full potential through provision of equipment and adaptations at home. Provide strong leadership and demonstrate expert knowledge in this specialist area.

Lead the delivery of OT Quality Standards autonomously within a wider Children's Social Service. Providing expertise of the OT specialism and expert knowledge and experience to ensure that the Council's statutory responsibilities towards disabled children and young people are met.

To contribute towards delivering the council's vision for Children's Social Care in order to ensure the objectives and priorities are realised.

Promote, develop and participate in effective partnership working with other Council services and partner agencies to ensure efficient delivery of the service.

ACCOUNTABILITIES

Lead, manage and motivate a staff team. Provide and organise regular, high quality, formal and informal professional supervision with Occupational Therapists and support staff.

Ensure performance development plans are completed which enhance individuals personal and professional development needs and contributes towards staff retention.

Supervise students on placement and Newly Qualified Occupational Therapists in their Preceptorship year.

Ensure adherence of all team members to HCPC standards and Royal College of OT (RCOT) guidance.

Manage and oversee the performance of the team effectively using available team performance data to monitor standards and performance and ensure compliance with practice standards and procedures.

Contribute to the management of the staffing budget for the team by approving and committing expenditure within your delegated authority, and monitoring and reporting commitments in order to ensure budget is not exceeded.

Support the safer recruitment and selection of new staff, both within the team and across Children's Social Care in order to ensure staffing levels are maintained.

Provide an effective specialist assessment service to disabled children, young people and their families ensuring assessments, visits and planned reviews are completed to a high standard and in accordance with legislative guidance and statutory timescales.

Work closely with internal departments and external agencies to advance and enhance service provision to develop and support the implementation of new models of practice responding to local need with the SEND agenda.

Allocate cases within the agreed timescales ensuring focused plans are in place and regularly reviewed.

Keep up to date with the Council's organisational policies, government guidance, legislation, research and national trends in order to maintain the highest professional standards.

Provide professional expertise and participate in delivery of least restrictive practice models and application of Mental Capacity Act principles and requirements.

Deputise and support the Group Manager where necessary and appropriate in the development of the service

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

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To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
Qualified Occupational Therapist with post qualifying training.	Application
Registration with HCPC	Application
Royal College Of Occupational Therapy	

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Management qualification or evidence of appropriate experience and willingness to undergo training.	Application
EXPERIENCE	
Demonstrable post qualification experience of working with disabled children and their families	Application
Demonstrable experience of managing and delivering professional supervision to Occupational Therapists and other staff.	Application / Interview
Proven experience of performance management.	Interview
Provide experience in supporting student placements	Application
KNOWLEDGE	
Knowledge and experience of working with vulnerable children	Interview
Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures.	Interview
Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research findings	Interview
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application

SKILLS	Assessment Method
Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees.	Interview
Ability to write high quality written reports which are suitable for a variety of professional settings.	Interview
Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans	Interview

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Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders.	Interview
Proven experience of contributing to successful budget management	Interview
Ability to use Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar)	Application
Ability to manage time and workload effectively	Interview
Understands and is committed to equality and diversity and treats everyone fairly and with respect	Interview
Ability to maintain confidentiality at all times	Interview
OTHER REQUIREMENTS	
Car driver and use of a car for business purposes	Application
Commitment to continuous professional development	Interview
Enhanced DBS check	
Royal College of Occupational Therapy membership preferred	Application

ORGANISATION

(i) ORGANISATION C

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Group Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

Ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives.

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(v) **JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with children and families to ensure they are appropriately involved in decisions.

FINANCIAL ACCOUNTABILITIES

The post holder will have delegated budget management responsibilities and contribute towards the management of the staffing team budget including setting, monitoring and ensuring effective spend of budget.

WORKING ENVIRONMENT

The post holder will be following hybrid working arrangements, home and in one of Medway Council's establishments.

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