Job title Occupational Therapy Team Manager

Grade 11

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Occupational Therapist within the Children’s Disability Service provide equipment and adaptations for disabled children in their own homes to ensure that they can access activities of daily living, with promoted independence and safety.

The service is responsible for the assessment and review of children and young people with a disability, making recommendations in order to assist in fulfilling the local authority statutory obligations under current legislation and supporting the needs of the child or young person and their families.

This may include outcomes such as advice, provision of specialist equipment, minor and major adaptations to the home and referrals or joint working with other agencies.

Staffordshire is a restorative organisation, with a thread of relationship-based practice throughout management. We offer an extensive package of support to its employees such as regular supervisions, peer groups, CPD opportunities and practical learning though partner organisations such as seating and equipment companies etc.

Reporting Relationships

Responsible to: Disability Lead

Responsible for: Occupational Therapy Team

Key Accountabilities:

1. Lead and manage a team of Occupational Therapists and Occupational Therapy Assistants in the delivery of an effective specialist Children’s Disability Service. This will involve assisting in the recruitment and induction of staff and direct supervision and development of staff in the team in accordance with Directorate policy and guidelines.
2. Oversee all referrals to the Service, allocating work to all team members, manage their workloads and authorise closure or transfer of cases as appropriate and manage the performance of the team and the individuals within it.
3. Set objectives and targets for the Team, in accordance with the Directorate’s Business and Policy Plans, monitoring and reviewing the achievement of these objectives and targets and taking corrective action where necessary.
4. To work closely with Commissioners and the Head of Service to identify the needs across the County, service gaps or duplication and the procurement/tendering of resources in the area and ensuring that disability services are reflective of local need.
5. To provide professional advice, guidance and coaching to team members as required.
6. Develop, implement and review appropriate service standards for the team in accordance with Directorate quality standards.
7. Regularly review the work of the team and the service delivery, initiate new developments and any other changes as appropriate in consultation with the Head of Service.
8. Participate in task group, working parties and multi-agency working groups etc., both within the Directorate and outside agencies representing the Team Directorate as required.
9. Ensure the Service is contributing to multi-agency and locality working.
10. Ensure an outcome based model of performance is adopted and that delivery is in line with national standards, targets and indicators and implement arrangements for monitoring, reporting, inspection quality assurance and best value practices across the Service in line with the Continuous Improvement Framework.
11. Keep up to date with legislative changes and best practice in the fields of paediatric Occupational Therapy and maintain your personal registration with the Health and Care Professions Council.
12. Work within the professional ethics and disciplines of the College of Occupational Therapists and the Health & Care Professions Council.
13. Oversee the management of the relationships with other services by oversight and management of all care management transfers at transition to Adults’ Service colleagues. To ensure effective and efficient care planning to ensure smooth transition at the most appropriate stage.
14. Oversee the collection and analysis of performance data for the team; to identify and implement opportunities for improvement.
15. Ensure all team members including you as OT Team Manager operate ICT systems effectively and in accordance with Directorate procedures. This will include regular use of management information to manage individual and team performance.
16. Manage conflicts and disagreements which may emerge between Services and to manage complaints and compliments at Stage 1 in line with current procedures.
17. Work with the Team to ensure the voice and needs of disabled children, young people and families is at the forefront of team working.
18. Deputise for the Head of Service.
19. Flexibility to work at any other location across the County as and when required.
20. Develop and maintain your professional networks to inform continuing development of team.
21. Undertake any other duties required by Management which are commensurate with the grading of the post.
22. This post is designated as a casual car user

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| Minimum Criteria for Disability ConfidentScheme \* | Criteria | **Measured by** |
| **employer_small**  **employer_small** | **Qualifications/Professional membership**   * Diploma or Degree in Occupational Therapy * A relevant professional/management qualification and/or evidence of relevant management training or a commitment to start within 3 years of taking up the post * Personal registration with the Health and Care Professionals Council (HCPC) | A  A  A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Substantial post qualifying experience of working in services to children and families * A proven track record in professional management experience including staff supervision * Ability to lead, motivate and develop a team * Up to date knowledge of legislation and good practice in services for children with a disability and Occupational Therapy * Proven experience of successful inter-agency work building relationships and trust * Experience of partnership working and integrated service delivery * Demonstrable experience of successfully leading, managing and motivating a high performing team * Proven ability to embrace innovative practices and developments, lead change, change culture and pilot new initiatives * To have an understanding of the needs facing disabled children, young people and families * Significant understanding of daily living equipment and minor adaptations and ability to keep abreast of recent developments * Knowledge/experience relating to provision of major adaptations * Working knowledge of finance and budget management * A sound knowledge of policy and procedures in relation to the care and protection of children and Safeguarding including assessment procedures and planning processes * Ability to make sound judgements and risk assessment based on analysis of relevant facts in crisis situations * Evidence of ability to manage risk appropriately | A  A  I  A/I  I  I  A/I  I  A/I  A/I  A/I  A/I  A/I  I  I |
| **employer_small** | **Skills**   * Proven leadership qualities and the ability to inspire and motivate * Strong interpersonal skills with proven ability to develop and sustain effective relationships and promote customer care * High level analytical presentational and communication skills both verbal and written * Knowledge of systems and processes to facilitate improvement in service quality and performance * Ability to make sound judgements based on analysis of relevant facts * Ability to work under pressure and meet competing deadlines * Ability and experience of using IT systems * Willingness to undertake further training and development as required * Ability to travel to various locations as required both within Staffordshire and outside of the County (special arrangements can apply for people with disabilities) | A/I  A/I  A/I  I  I  I  I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300