



Role Profile

Job Title: Principal Occupational Therapist	Role Profile Number: PCDH120
Grade: R	Date Prepared: March 2022
Directorate/Group: Adults, Health and Housing Services	Reporting to: Service Manager

Role Purpose

The Principal Occupational Therapist role develop systems across adults, health and housing in order to ensure the quality of Occupational Therapy practice is assessed, and senior leaders are sufficiently well informed about the quality of the practice and service delivery.

A valued leader, the Principal Occupational Therapists will articulate to others the valuable role the profession holds working alongside their principal social work colleagues. As a strategic leader you will play vital part in bridging the gap between health and care that is so important to best meet the needs of people in receipt of services.

Leading the transformation of Occupational Therapy practice in Swindon ensuring that best practice is in place across operational services and leadership.

As an innovative and reflective leader you will be able to demonstrate:

- a strong value base that informs your work with adults
- a relentless commitment to quality - and to be able to talk about what good practice 'looks like'
- a capacity for honest reflection and openness to learning
- Ability to establish professional, effective working relationships with a range of partners/colleagues, adults, families and their carers

Under the direction of the Service Manager provide leadership and Operational management within the Service, including if necessary direct management of groups of staff. To ensure professional oversight of delivery of training and professional development for all Occupational Therapy staff.

Key Accountabilities

- Take a lead role in ensuring systems are in place to provide evidence of the quality and impact of Occupational Therapy practice.
- Embed evidence of practice and research within the Occupational Therapy culture.

- Provide professional advice to Occupational Therapy staff and senior managers.
- To provide professional leadership to the workforce, promote professional development, and learning environment in which Occupational Therapy practice can learn and flourish.
- Provide senior leadership across a designated set of teams, ensuring staff are appraised, supervised and supported within Swindon Borough Council policies and procedures.
- Work with Team Managers to ensure all staff activity within a team contributes to agreed processes and procedures and service objectives.
- Accountable for the supervision and appraisal of designated Team Managers and staff, managing attendance and performance across the team, providing clear expectations and initiating appropriate actions where necessary.
- Ensuring that financial objectives within the area of responsibility are achieved and secure value for money and agreed savings targets.
- Oversee and review the delivery of agreed service objectives in agreed service area, taking appropriate action when objectives are not being met.
- Play a key role in the development of integrated service delivery with key partners.
- You will complete and respond to Members Hotline Enquiries, FOI's and Complaints within agreed Service Level agreements.
- You will prioritise your own development and engage in learning opportunities that enhance your professional practice within the services aims and objectives.
- You will work in collaboration with operational managers to agree strategy, direction of travel, service outcomes and performance management, ensuring practice is strength based and person centred.
- You will support the audit activity in line with the Adult performance framework and governance, working with your peers to improve care and support where it does not yet meet the standard of quality that people should experience.
- You will maintain and update the knowledge of the service throughout the organisation including the updating of policy and practice, developing best practice and contributing to continuous improvement in service delivery.
- You will support the collection of data that you will analyse to inform our continuous improvement journey, recognising the experience and voice of the person as a valued data source.

- You will support Adult Services planning for inspections and assurance regimes, including the collation and management of the evidence base.
- You will foster a culture of high support and high challenge and will understand the importance of bringing the experience and voice of the Adult into the centre of all we do.
- To model and promote good equalities practice and value diversity across the service.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Ensure that all mandatory training is undertaken as required.

Knowledge & Experience

Essential:

- Highly developed specialist knowledge relevant to Occupational Therapy practice.
- A proven understanding of the Care Act and all relevant legislation.
- Experience of building effective teams and working in partnership across a complex interface.
- Able to demonstrate knowledge and/or experience of equalities and diversity issues.
- Ability to converse with people citizens and provide complex information in accurate spoken English, or through a BSL interpreter.

Desirable:

- Experience of planning, negotiating and managing service change in a complex organisation and/or across different organisations
- Experience of managing change projects which involve the delivery of financial savings.
- Experience in using quantitative and qualitative information and data to audit monitor and review practice and services.
- Experience of researching, analysing, interpreting and summarising complex information from a range of sources, including contract and performance data, to present complex reports to a range of audiences.

Qualifications

- Masters, BA or Diploma in Occupational Therapy qualification recognised by the HPCC for the purposes of registration as a practitioner in the UK.
- Post Graduate qualification in leadership (essential)
- A Significant experience and proven record of accomplishment of working as a Senior Occupational Therapist or Team Manager/Supervisor of Occupational Therapy staff.

Decision Making:

- Responsibility for working closely with and advising senior leaders, including Directors (internal and across the partnership), and on matters within the areas of responsibility.
- Ability to make complex evidence based decisions affecting a diverse range of partners in line with relevant statutory legislation and good practice guidance.
- Ability to analyse complex information and guidance and translate into local strategies, plans, policies and briefings.
- Ability to negotiate shared priorities and targets across a range of partners.
- Able to manage conflict and identify solutions.

Creativity and Innovation:

- Able to use own initiative; think laterally, to take a problem-solving approach to support the development of strategies, plans, and services.
- Excellent written and verbal communication skills.
- Influencing and negotiation skills in designing and developing new approaches to practice and service delivery to deliver best value in terms of cost and outcomes.
- Ability to work in a collaborative manner with internal and external stakeholders to develop strategies, plans and services

Safeguarding

Swindon Council is committed to safeguarding and promoting the welfare of Adults who meet the Care Act (2014) Sec 42 Care criteria 'Adult with Needs' all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of an adult with needs in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of adults with needs gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary

procedure. The job holder is accountable for their safeguarding of adults with needs responsibilities to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon Safeguarding Partnership policies and guidance are aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately.

Job Scope:

Job Scope	Budget Holder	No
Number and types of jobs managed • 6	Responsibility:	No
Typical tasks supervised/allocated to others • Professional Leadership	Asset Responsibility:	No

Contacts and Relationships:

- Communicating clearly to a range of audiences and across organisational boundaries and levels.
- Representing the Directorate with external agencies and providers of services, particularly voluntary agencies.
- Excellent written and oral presentation of complex ideas and information as part of formal reports, strategies and plans.
- Written analysis of financial and service specific information.
- Ability to understand, interpret and provide information in order to develop strategies, plans and services.
- Experience and ability to chair meetings effectively.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	