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|  Role Profile

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| **Job Title:** Optimising Care (Moving and Handling) Lead  | **Role Profile Number:**SBC\_11930 |
| **Grade:** R (P&R Level 11) | **Date Prepared**: July 2023 |
| **Directorate/Group:** Adult Social Care | **Reporting to:** Assistant Team Manager |
| **Structure Chart attached:** | No |

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| **Job Purpose*** To assess the functional needs of people with care and support needs in their own home and take appropriate action to support, influence and optimise their care to enable them to live as independently as possible in the community, with due regard to statutory requirements, departmental policy, quality of life, good professional practice and budgetary factors.
* To be an ambassador for safe, efficient, and innovative ways of working, adhering to legislation and promoting evidence-based practise and musculoskeletal health. To challenge/review moving and handling practices and unsafe risk management decisions.
* To review existing and new care packages, work closely with Occupational Therapists with complex moving and handling cases and provide training in moving and handling best practice.
* To provide practical and professional leadership through the development of evidence-informed practice with a focus on quality assurance, and will also help to influence and contribute to an optimising care strategy in conjunction with the Principal Occupational Therapist.
* To develop and deliver formal moving and handling training, working closely with relevant parties to provide advice, information, instruction, and training in all aspects of moving and handling activities. Formal training will include both practical and theory elements. This includes ergonomic interventions and design of safe and efficient systems of work.

**Key Accountabilities*** To manage a varied and complex caseload made up largely of moving and handling cases, using person centred practice principles to assess, implement and review whilst managing time and resources effectively within complex and changing systems.
* To demonstrate clinical expertise in moving and handling assessments and be physically able to undertake these.
* To undertake and advise on complex moving and handling risk assessments, using your expertise to record the recommendations in a format appropriate to the person’s and/or carer’s needs, this includes use of assistive devices. Monitoring and evaluating risk and sharing information with the relevant parties including demonstration of recommended techniques.
* To support and motivate formal care providers and unpaid carers, to use and develop their skills in safe and efficient moving and handling practises on both a wider and individual level including providing training on moving and handling equipment. Understanding and reacting appropriately to avoid carer breakdown.
* To manage and resolve complex and high-risk situations using negotiations and diplomacy, involving individuals, their families, or staff groups.
* To track impact of moving and handling interventions to provide monthly reports with the Team manager on the impact of the role.
* To contribute to local knowledge (within the team and the service) about moving and handling solutions by facilitating outside speakers/internal contacts to improve knowledge within the team.
* To take the lead in organising and conducting peer group moving and handling developmental sessions within the team and across teams as required. Considering a range of models to deliver safe and effective practice-based learning (e.g.peer-assisted, long-arm, interprofessional, remote/virtual).
* To provide consultancy to a team of Occupational Therapists providing professional expertise, skills and advice to enable a safe, effective and high quality service that meets existing and new policies, practices and procedures. This might include monitoring workloads, continuously reviewing relevant skill mix and development, knowledge and experience and addressing performance issues as appropriate.
* To ensure that the practice of self and staff is in line with current legislation, including The Care Act (2014), The Mental Capacity Act (2005) and The Mental Health Act (1983), those in relation to Manual Handling and local policies and procedures, as relevant to the role.
* To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
* To take a lead role in promoting safeguarding within the team in line with Swindon policy and procedures for safeguarding adults. Perform Investigating Officer and Enquiry Manager role including Section 42 (Care Act) enquiries, particularly relating to moving and handling risks, as required, usually in complex and / or multiagency working situations as appropriate.
* To implement practices that promote participation, inclusivity and the rights of people who access occupational therapy services, their families and their carers in line with their choices, and support others to do so. Demonstrate a continuing commitment to anti-discriminatory and oppressive practice.
* To participate in and, where appropriate, chair meetings of internal / external partners and other agencies.
* To work in collaborative partnerships with colleagues from the council, health and other stakeholders within the voluntary and community sector.
* To operate within defined budgets for social care and contribute to the effective management of a budget, with authorisation capabilities within a fixed and agreed monetary range.
* To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.

**Supplementary Accountabilities*** Able to demonstrate independent critical judgement, to problem solve in complex and unpredictable situations and to effectively manage conflict.
* Provide innovative and visionary leadership to promote the service, founded on person-centred, compassionate and values-based leadership principles, influencing a cultural shift where needed.
* Working with adults with a variety of complex needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, physical and mental health disabilities.
* Able to communicate effectively with people at all levels with positive and person-centred approaches, including via written reports.
* Advocate for, and facilitate the creation of, a culture in which everyone is encouraged to reflect and learn (including from mistakes), to receive and give constructive feedback and to learn from and with each other.

**Safeguarding*** For all roles within Adult Social Services. Swindon Council is committed to safeguarding and promoting the welfare of vulnerable adults and 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 a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults 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 vulnerable adult responsibilities to their line manager.

**Knowledge & Experience**Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:* Significant relevant professional experience post qualification in moving & handling. Such as Postgraduate qualification, Train the Trainer/facilitator certificate, Key Person Programme certificate. Alternatively, be able to demonstrate knowledge, skills and experience in other ways
* Expert knowledge of relevant policy, systems, biomechanical principles, professional guidelines, legislation, evidence and a good understanding of emerging developments in the field of moving and handling.
* Evidence of professional development including contributing to the development and learning of others individually and as part of a team.
* Expert knowledge of social care legislation and policy, including mental capacity and safeguarding adults and ability to undertake consultation role for case holding Occupational Therapists.
* Experience of supporting people through change and developing and implementing practice, policy and other changes.
* Proven assessment and investigation skills appropriate to the scope of the role. Ability to develop optimal moving and handling solutions in highly complex situations, where compromises may have to be made to secure an agreement
* Able to clinically reason for, and justify decisions in, moving & handling equipment prescription.
* Experience of supervision, appraisal and / or professional development of staff.
* Excellent ICT skills including use of Microsoft applications and specialist systems.
* Experience of multi-disciplinary and partnership working and awareness of the issues involved.
* Planning and workload management skills.
* Experience of using professional knowledge to work within referral systems according to established criteria.
* Experience of exposure to challenging situations, including behaviours.
* Knowledge of relevant financial assessment processes.
* Excellent interpersonal and communication skills.
* Proven ability to deliver training.
* Accurate record keeping and report writing.
* Good presentational skills.
* Proven organisational skills including the ability to work under pressure, prioritise your workload and meet deadlines.
* Good understanding and proven ability to use database information systems.
* Takes responsibility for own professional development and commitment to evidenced based practice, including ability to reflect on own strengths and practice/knowledge gaps.
* Proven skills in safe practice techniques and ability to work to risk assessments.
* Experience in audit and / or engagement in research.
* You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).

**Qualifications** * Clinical qualification as an Allied Health Professional (occupational therapist, physiotherapist) or

 Registered General Nurse with minimum of 3 years’ post qualification experience (within Health or  Social Care).OR Relevant alternative advanced qualifications in the field of moving and handling and/or biomechanical principles/ergonomics* Current registration with relevant professional body if appropriate.

**Decision Making*** Demonstrable experience of exercising professional autonomy and effective decision making applying a high level of practice ability in managing a caseload of complex cases.
* Management of own time effectively and prioritisation of own workload tasks.
* Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.
* Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.
* Use initiative to manage responses to complex business / technical issues within the service.
* Contribute to business decisions based on up to date specialist knowledge and analysis.
* Contribute to developing council strategy within the service area.
* Conduct statutory and / or complex / specialist assessments of individuals’ circumstances and issues to determine intervention / referral to the appropriate service.
* Work closely with others to clarify changing service requirements. Identify, recommend and support the development and delivery of improvements in processes and procedures.
* Provide financial advice to support service provision and/or individuals.
* Lead on complicated multi-agency working to inform assessment and care planning in order to make a positive difference to adults and their families in complex situations.

**Creativity and Innovation*** Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.
* Creative engagement in a person centred manner to enable problem solving and care planning to promote the independence of people in receipt of care and support and their carers and maximise the outcomes achieved from appropriate resources by creative problem-solving and care planning.
* Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.
* Contribute to long term strategies.
* Provide professional advice regarding assessments or referrals, ensuring interventions are timely and cost effective.
* Manage a complex and varied caseload within a framework of policy and procedures – subject to managerial control and review of results.
* Plan / co-ordinate / deliver training activities which support knowledge sharing both internally and externally, where appropriate.
* Research information to support and develop services for the individual group.
* Prepare standard reports and contribute to reports for court / tribunals as required, representing the service at court / tribunal attendance as required.
* Assess and demonstrate specialist equipment to individuals.
* Following moving and handling risk assessments seek innovative solutions to support person-centred practice and achieve best value.

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| **Job Scope****Number and types of jobs managed**NoneTypical tasks supervised/allocated to others* Supervision and Appraisals of staff (none directly managed).
* Responsible for monitoring the quality and quantity of the work of supervisees and other staff as appropriate.
* Responsible for signing off specialist non-stock equipment within a fixed and agreed budget.
 | Budget HolderResponsibilityAsset Responsibility: | NoResponsible for ordering non-stock specialist equipment within a fixed and agreed budget from outside suppliers and all stock items from Swindon Community Equipment Stores.No |

**Contacts and Relationships** * Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.
* Develop and sustain excellent working relationships with people in receipt of care and support, Carers, families, and members of the general public.
* In particular to maintain excellent working practices with internal and external organisations including, but not limited to, Adult Social Care, Care Providers, Environmental Services, Swindon Community Equipment Services, Housing colleagues and NHS Occupational Therapy colleagues.
* Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
* Deal with people at all levels confidently, sensitively and diplomatically.
* Be first point of contact on a range of queries from internal / external people, dealing with challenging situations where influence could be required.
* Maintaining a clear professional identity and acting as a role model for other staff.
* Contacts will include: colleagues, senior managers, partners, Individuals, members of the public and stakeholders.

**Other Key Features of the role** * Lone working.
* Undertake a wide range of moving and handling activities, therefore must be physically able.
* An expectation around flexibility in working patterns to meet the demands and the needs of the service.
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| **Employee Signature:** | Print Name: |
| **Date:** |  |
| **Line Managers Signature:** | Print Name: |
| **Date:** |  |