



SWINDON
BOROUGH COUNCIL

ROLE PROFILE

Title:	OT Technician Trusted Assessor Driver		
Career Family:	Regulation and Civic Protection	Date:	29.04.2025
Career Family Level:	CFL 4	Reference:	SBC_12349
Reports to (Job Title):	Office Manager		
Structure chart attached:	No		

Purpose:
<p>To work as part of the Delivery/Warehouse Team, delivering, installing and collecting daily living aids and medical devices, to maintain service users in their own homes. To work within a multi- disciplinary team.</p> <p>1. Trusted Assessor Role (TA)</p> <p>To assess, advise and undertake the fitting of equipment and carrying out minor adaptations to enable Service Users to safely complete Activities of Daily Living - bathing, toileting, access to/from property etc.</p> <p>1. Driver Technician / Warehouse Assistant</p> <p>to carry out delivery driver / warehouse duties as required.</p>
Key responsibilities and accountabilities:
<ul style="list-style-type: none">• Analyse job sheets from the various therapy teams, estimate work times, and prioritize workload appropriate.• Create an equipment list for the tasks scheduled.• Promote the independent function in all daily tasks of patients designated by the registered practitioner.• Supervise / observe service users, are safely using the equipment, working with the service user to get the best possible outcome.• To meet a range of patient and carer needs in order to prevent hospital admission or reduce length of stay in care homes or hospitals.• When complex tasks have been not been fully assessed, though insufficient specification and DH MHRA safety aspects, assess correct requirements and report back verbally and in writing to Admin Assistant.• Ensure all work is securely and robustly fitted, consistent with its use by disabled people

- Keep abreast of developments in the use of new material, equipment and techniques in the use of equipment and adaptations and changes in Planning and Building Regulation. Propose changes to working practice as appropriate.
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Supplementary Accountabilities

- *Be responsible for correct storage, control and maintenance of tools, stock levels, basic fixing equipment and materials.*
- *Ensure all work is securely and robustly fitted, consistent with it's use by disabled people*
- *Ensure the reasonable safekeeping of Swindon Borough Council vehicle and its contents, used in the course of their work and to ensure that the vehicle is appropriately serviced and maintained.*
- *Maintain records of interventions*
- *Participate in appropriate training.*
- *Carry out duties as required assisting with standard deliveries to users, and avoiding duplication of calls to service users whenever possible.*

Professional

- *Work to, and achieve targets set by DH/ ICES Board*
- *Liaise with Occupational Therapy Administrator and Therapy lead member.*
- *Contact Service Users (by telephone) to arrange a suitable appointment times.*
- *To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures and regulatory body's guidelines. Deliver, fit and fix purchased equipment for daily living, as required by the OT or OTA*

Decision making:

- *Prescribe and fit free standing and fixed equipment for daily living, in service users own homes.*
- *Trained as trusted assessor*

Knowledge and Experience

- *Full clean driving licence*
- *Experience in DIY for installation*
- *Knowledge of Adult Social care*
- *Able to make decisions*
- *Able to manage and acknowledge risk assessments*

Creativity and innovation

- *Manage time and planning around visits in the community*

Values and Behaviours:

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

At Swindon we do what really matters; We love ‘our’ Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

At Swindon we do things right; We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

At Swindon we make it happen together; We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

Delivering Performance and Results

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough

Collaborating and Innovating

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

Leading Self and Others

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

<p><u>Context and Dimensions: Job Scope</u></p> <p>Number and types of jobs managed 0</p> <p>Typical tasks supervised/allocated to others -</p>	<p>Budget Holder <i>Include whether this is direct budget accountability</i></p> <p>Responsibility: <i>confirm value £</i></p> <p>Asset Responsibility: <i>confirm value £</i></p>	<p>No</p> <p>N/A</p> <p>N/A</p>
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PERSON SPECIFICATION

Detail the requirements of these and whether they are essential or desirable for the role.

Qualifications:	Essential or Desirable
1. Detail the Specialist knowledge and/or a deep theoretical understanding of work area, this may be through a specific and relevant qualification or equivalent work experience.	E/D
Knowledge and Experience:	
2. Knowledge of social care	E/D
3. Appreciation and understanding of the care act 2014	E/D
4. Experience of DIY	E/D
Aptitudes, Skills and Competencies:	
5. Ability to install equipment into people's houses.	E/D
6. Excellent communication skills	E/D
Special Conditions of Recruitment:	
<i>Detail if required</i>	/

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

Delete if not applicable: This is a politically restricted post in accordance with Section 2 (1) (b) of the Local Government and Housing Act 1989.