

## PART 2 - Role Profile



# Role Profile

### Service Manager (Occupational Therapy)

|               |                                              |        |             |
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| Reference No: | <b>A5845</b>                                 |        |             |
| Service:      | Community Care Service- Occupational Therapy |        |             |
| Job Family:   | Executive/ Senior Manager                    | Grade: | <b>FC12</b> |

### Purpose

The Professional Head of Service (PHoS) for Occupational Therapy (OT) has responsibility for leading the profession for all OT services across all localities in Fife, including the Fife HSCP and Acute Services Division.

Provides professional and strategic leadership to the diverse range of specialist and generalist in-patient, outpatient and domiciliary services provided across Fife inclusive of paediatrics, community, mental health, primary care and acute services, assessing the resource implications of policies and plans relating to the services provided and contributing to the achievement of strategic goals.

Provides senior management of the service and associated clinical and ancillary staff across Fife including budget responsibility, line management, performance management, procurement and recruitment.

Responsible and accountable for service strategy which includes quality, professional standards, workforce planning and development, education and research.

Ensures safe, efficient and effective clinical service delivery within all relevant services.

Directly accountable to the Head of Community Care Services within Fife Health and Social Care Partnership, supports the Senior Leadership Teams (Fife HSCP and Acute Services Division) in meeting operational and HSCP strategic targets, and improving the quality and outcomes for the people, and

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|  |  |  |  | <p>communities across all Fife localities and further development of the overall service for the people of Fife applying a localities approach to service planning.</p> <p>Facilitates the development and implementation of guidelines, protocols and policies to support service development and improvement and works closely and collaboratively with directorates to which a service is provided.</p> <p>Works effectively as a member of the extended leadership team of Fife HSCP to support strategic and senior operational planning ensuring effective leadership to deliver a whole system approach.</p> <p>The Professional Head of Service for Occupational Therapy will provide highly effective and visible leadership to lead, implement and complete any service changes and improvements. This will include working directly and applying a systems approach with clinical leads and staff across to service in collaboration with stakeholders including staff side, HR and organisational development.</p> |
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| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                                                                             | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility    | <b>E</b> | <b>D</b> |
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| The PHoS for Occupational Therapy is responsible for leading all aspects of the service management and delivery in Fife ensuring the standards, delivery and development of OT practice meet the needs of its people and communities. For this responsibility the post holder will report operationally to the Head of Community Care Services, Fife HSCP and be professionally accountable to the Director of AHPs | The post holder will have extensive post qualifying experience in Occupational Therapy                                                       | ✓        |          |
| The post holder: deputises for DoAHPs as required, developing knowledge of broader AHP professional agendas.                                                                                                                                                                                                                                                                                                        | Evidence of leadership or management experience in a large, complex organisation along with evidence of leadership training/development.     | ✓        |          |
| The post holder will lead on a defined AHP portfolio area; delegated to them by the DoAHPs                                                                                                                                                                                                                                                                                                                          | The post holder will hold a first level degree or equivalent relevant to the profession and be registered to practice within the profession. | ✓        |          |

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| The post holder will lead the appropriate professional forum of NHS Fife.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | The post holder will have a master's degree or be able to evidence the ability to work at this level.                                                                                             |          | ✓        |
| <p>Working in partnership the PHoS, will have responsibility for agreed areas of corporate and policy development for the profession across Fife which will link with NHS Fife AHP and overall Strategy. They will support:</p> <ul style="list-style-type: none"> <li>• Planning and provision of a comprehensive and coordinated service for Fife HSCP and NHS Fife to ensure quality, efficiency and effective use of resources</li> <li>• Delivery of a high standard of patient care through developing and promoting evidence-based practice, clinical effectiveness and audit for all staff within the profession.</li> <li>• Promote excellence in clinical practice through continuing education and input into clinical governance and audit initiatives</li> <li>• Promotion of multidisciplinary team working in the provision of a highly skilled, patient focussed approach to quality care.</li> <li>• Development of joint working across AHP professions, where appropriate</li> <li>• Ensure oversight of induction and supervision of trainees, new registrants and support staff ensuring continuity of service delivery across the HSCP and Board area.</li> <li>• Identification and participation in research and development opportunities.</li> <li>• Provide overall governance for the profession, working in line with NHS Fife policies and standards from the HCPC, and relevant professional bodies</li> <li>• Ensure effective governance arrangements are embedded within service infrastructure and delivery including clinical, financial, workforce, performance and planning.</li> <li>• Effective management or risk including identification, mitigation and escalation</li> <li>• Delegated responsibility to provide assurance regarding service delivery in line with key identified performance indicators leading an adaptive and agile approach to service planning and delivery</li> </ul> | The post holder will have demonstrable experience of working within Health and Social care and leading integration of services and partnership working in line with the Public Bodies Act (2014). | ✓        |          |

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| <ul style="list-style-type: none"> <li>In line with ambitions for high quality person centred care, lead and work collaboratively with multiple stakeholders to ensure consistent and robust approach to quality improvement</li> </ul> |                                                                                                                                                                                      |          |          |
|                                                                                                                                                                                                                                         | Membership of the professional body and registered with the Health and Care Professions Council and meet the continuous professional development required to remain on the register. | ✓        |          |
|                                                                                                                                                                                                                                         | Demonstrates ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in portfolio.                        | ✓        |          |
|                                                                                                                                                                                                                                         | Reviews and reflects on own practice and performance through effective use of professional and operational supervision in line with local guidelines.                                | ✓        |          |
|                                                                                                                                                                                                                                         | Maintains and applies specialist skills and knowledge to establish and maintain professional competence and fitness to practise as a leader within the profession.                   | ✓        |          |
|                                                                                                                                                                                                                                         | Can identify, facilitate and engage actively in practice development, evaluation, audit and research activities relevant to profession.                                              | ✓        |          |
|                                                                                                                                                                                                                                         | Knowledge of NHS Fife and Fife HSCP national and local strategy, and policy drivers relevant to the profession.                                                                      |          | ✓        |
|                                                                                                                                                                                                                                         | Excellent communicator both verbally and in writing with well-developed presentation skills                                                                                          | ✓        |          |

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