

OCCUPATIONAL THERAPY TEAM MANAGER			
Reference No.	A4997	Type	Individual
Service	Occupational Therapy		
Job Family	Team Manager	Grade	FC10

Purpose
To manage a Community Occupational Therapy team delivering personal outcome focussed assessments.
To ensure that relevant statutory duties in relation to delivery of services are carried out.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Monitoring the use and arranging the deployment of Occupational resources in order to ensure the most effective and efficient delivery of service to facilitate rapid decision-making within the overall context of resource allocation and to ensure that decisions reflect client choice as well as Health and Social Care policy.	<p>Educated to SCQF level 9, which includes a degree or equivalent professional qualification in Occupational Therapy</p> <p>Member of Health Care Professions Council</p> <p>Extensive post qualifying experience in Occupational Therapy</p> <p>Experience of managing work in Occupational Therapy</p> <p>Management training/qualification</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>
Prioritising resources and service delivery in accordance with levels of risk and need.	Up to date knowledge of Child and Adult Protection guidelines and information sharing protocols	✓	

	Knowledge and experience of carrying out risk assessments and implementing risk management plans	✓	
Ensuring that all staff under line management control are inducted into the service and receive adequate supervision and training for the task.	Management/supervisory experience	✓	
Monitoring training and development, to ensure that needs are met within the context of the job remit of the member of staff and the needs of the Community Occupational Therapy service.	Knowledge of OT service policies and procedures and resources	✓	
	Team development skills	✓	
	Communication skills	✓	
Monitoring the performance of the team and its individual members, to ensure that the highest quality of service is being provided to service users within the Health and Social Care partnership's standards and frameworks.	Supervision/Management experience	✓	
Managing and monitoring a devolved budget.	Financial skills	✓	
Investigating and resolving complaints from various sources.	Experience of managing complaints	✓	
Contributing to the development and modernisation of services. Participating in service planning and evaluation to ensure developments reflect assessed needs.	Presentation skills	✓	

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Liaising with other professionals, voluntary groups, independent sectors in the area, ensuring effective working relationships are established and maintained.	Chairing complex inter-agency meetings Experience of working with other agencies	✓	✓
Acting, where appropriate, as the responsible officer under Health and Safety legislation ensuring risk assessment are carried out and all staff are aware of the policies and procedures.	Knowledge of Health and Safety issues (including risk assessments) IT skills Experience of Data Collation and Information Management	✓ ✓ ✓	
Carrying out formal supervision of staff on a six weekly basis (but can be more frequent if necessary).	Supervisory skills Appraisal skills Recruitment and selection experience Knowledge of impact of stress Knowledge to manage stress pro-actively	✓ ✓ ✓	✓ ✓
Allocating cases for assessment.	Assessment Skills	✓	
Managing the provision of Occupational Therapy services under relevant legislation and service policy and procedure.	Knowledge of relevant legislation, local/national policies, procedures and practice issues.	✓	
Managing and providing a high quality service and ensuring resources for the client's future care are available to meet their future care needs.	Knowledge of up-to-date Occupational theory and Practice. Inclusive approach to anti-discriminatory working.	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>