



Role Profile

Assistant Mobility Assessor			
Reference No.	A4573	Type	Individual
Service	Roads and Transportation, Passenger Transport		
Job Family	Para Professional 3	Grade	FC5

Purpose
<p>To assess the eligibility of an applicant for a Blue Badge; Fife residents who do not qualify automatically but have a permanent and substantial disability which significantly impacts on their mobility.</p> <p>Fife Council administer the Blue Badge Scheme on behalf of the UK Government.</p>

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
Assessing Blue Badge applications whilst adhering to legislation and guidance from Blue Badge Scheme Code of Practice.	<p>Considerable experience in a relevant setting e.g. Occupational Therapist support, Physiotherapist support or similar Health Care supporting role.</p> <p>Educated to SCQF level 7, which includes HNC or advanced Highers or equivalent</p>	✓	✓
<p>Collating and analysing information from various sources to allow informed decisions to be made.</p> <p>Liaising with applicants, healthcare professionals, other Council services and external agencies.</p>	Knowledge of Blue Badge guidelines and information sharing protocols		✓

E = Essential Criteria D = Desirable Criteria

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Interrogating electronic information held on other Council systems.			
Monitoring caseload and maintaining accurate electronic records of actions and outcomes	Experience of joint working to achieve common goals(Work together- See “How WE Work Matters’ Framework)	✓	
Communicating outcomes and recommendations to applicants and Mobility Assessors, detailing why applicant has been refused or requires a further assessment.	Knowledge of service policies and procedures	✓	
Preparing reports and statistical returns for the Lead Consultant on performance and service delivery issues.	Experience of promoting equality and diversity	✓	
	Communication skills	✓	
	Problem solving skills (Take ownership)	✓	
Providing support, expertise and knowledge to Mobility Assessor/Blue Badge team.	Report writing skills	✓	
Analysing and applying new and current legislation impacting on service delivery and development of the Blue Badge service. Contribute and to devising strategies and plans to accommodate changes	IT skills (Embrace technology and information)	✓	
Informing Blue Badge applicants of relevant services/aids available, relating to mobility, to help promote/maintain independence and inclusion.	Experience of liaising with others (Focus on customer)	✓	
Observing protocols, guidance and standards including those relevant to confidentiality and information sharing, compliance with current Data Protection Laws	Knowledge of professional practice models and standards	✓	

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	Knowledge to identify, adopt and develop models of practice in order to achieve positive outcomes		✓
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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Assistant Mobility Assessor (Specialists Tasks)			
	Ability to provide a regular and effective service	✓	
	Experience of interpreting/assessing information	✓	
	Analytical skills (Deliver results)	✓	

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.			

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results