

MOVING AND HANDLING ADVISER				Purpose			
Reference No.	FF963	Type	Individual	To act as an adviser as part of a team delivering an effective moving and handling strategy for the Health and Social Care and Education and Children's Services Directorates. This will be through the provision of advice and guidance to managers, and staff on best practice and legislative requirements. The post holder will work within the Moving and Handling Team, based within the Health, Safety and Wellbeing team that forms part of the Human Resources Service. They will contribute to the work of the Moving and Handling Team and be responsible to the Moving and Handling Lead Officer.			
Service	Human Resources						
Job Family	Professional 1	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience -		E	D
<p>Working on delegated tasks and projects in support of an effective moving and handling strategy for Health and Social Care Services and Education and Children's Services.</p> <p>Developing and delivering a range of Moving and Handling education, training and learning programmes and activities for a variety of staff groups and levels, based on assessed needs.</p>				<p>Qualified to SCQF Level 9 which includes a Degree or equivalent in a relevant discipline (e.g. Occupational Therapist, Nursing, Physiotherapist) (Take Ownership see 'How We Work Matters Framework')</p> <p>https://scqf.org.uk/interactive-framework/</p> <p>Post-qualifying award in moving and handling /back care</p>		✓	✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience -		E	D
<p>Ensuring that appropriate quality control procedures are applied to ensure that standards are met through observing of protocols and standards including those relevant to confidentiality and information sharing.</p> <p>Maintaining accurate records, analysing management information and providing reports when required</p>				
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You will be required to obtain full PVG scheme membership or a Disclosure check.

Role Profile

Additional Information – the following information is available:

- **How** we work matters

<https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=D5197C6A-08CE-9A65-242C95F6D53A0A94>

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