

MOVING AND HANDLING ADVISOR				Purpose			
Reference No.	SW897	Type	Individual	<p>To act as a lead adviser in developing and delivering an effective moving and handling strategy for the Education and Children’s Services and Health and Social Care Services Directorates 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.</p>			
Service	Human Resources						
Job Family	Professional 2	Grade	FC8				
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>Leading on delegated tasks and projects in support of an effective moving and handling strategy for Education and Children’s Services, and Health and Social Care Services Directorates.</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>		✓	✓

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<p>Working alongside colleagues within these Services, the postholder will play an important role in driving best practice and supporting managers and staff to implement the moving and handling strategy.</p> <p>Supporting and contributing to the delivery of strategies aligned to business improvement and service plan objectives and team plans.</p> <p>Providing specific expertise, advice, and guidance for challenging moving and handling situations and complete accurate risk assessments for complex moving and handling cases and demonstrating the proper use of moving and handling techniques and equipment.</p> <p>Providing professional support and leadership to a team of moving and handling Keytrainers and Linkworkers and contributing to the skills development of the workforce.</p> <p>Planning their own workload and co-ordinating the work and training plans for the Keytrainers.</p>	<p>Knowledge of relevant legislation, research, and professional standards in 'people' moving and handling</p> <p>Competent with up-to-date moving and handling practice skills based on current evidenced based practice and ability to provide professional leadership and advice in the development of policy and practice</p> <p>Ability to demonstrate moving and handling technique based on accepted safe movement principles and to demonstrate the practical use of equipment, including ability to lift and move the weight of a small child and move and handle people with complex mobility needs. This will be assessed through pre-employment health screening</p> <p>Ability to provide a solutions focussed approach and promote high standards of moving and handling practice</p> <p>Experience in Moving & Handling Policy/procedural development</p> <p>Undertaking complex risk assessments and providing competent advice for challenging people moving and handling scenarios across a wide variety of situations</p> <p>Self-motivated and pro-active in management and priority of own workload (Deliver Results)</p> <p>Ability to develop and maintain effective working relationships with staff and managers at all levels (Focus on Customers)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Ensuring that resources including equipment are utilised in line with Council policy and procedure.</p> <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>Responsibility for the effective application of the electronic client information system.</p> <p>Maintaining accurate records, analysing management information and providing reports when required.</p>	<p>Ability to motivate learners within classroom and/or practice settings</p> <p>Ability to positively engage with colleagues and contribute as part of a team (Work Together)</p> <p>Ability to provide a regular and effective service</p> <p>Adaptable and flexible approach</p> <p>Excellent communicator</p> <p>Good IT and presentation skills (Embrace Technology & Information)</p> <p>Ability to travel around Fife</p> <p>Experience of working with children with complex needs</p> <p>A recognised Train the Trainer course/qualification</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> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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:
<ul style="list-style-type: none"> • How we work matters <p>https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=D5197C6A-08CE-9A65-242C95F6D53A0A94</p>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results