Role profile

**Senior Occupational Therapist**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

|  |  |
| --- | --- |
| **Service** | Provider Services |
| **Reports to** | OT Clinical Specialist: Deputy Team Manager/Principal Occupational Therapist: Service Manager |
| **Job family** | Care and Welfare |
| **Grade**  | H |
| **Political restricted?** | N |
| **DBS required?** | Y – Enhanced with Adults & Childrens Barred List |
| **Date**  | June 2025 |
| **JE Code** | JE1566 |

Key deliverables

|  |  |
| --- | --- |
| **1** | Risk - Responsible for leading and coordinating cases involving high risk and complexity. Ability to anticipate, assess, analyse and make judgements whilst building trust and credibility and of listening to vulnerable adults are all critical to considered outcomes. Record and monitor. |
| **2** | Professional Curiosity - Demonstrate an ability to be a reflective practitioner and use creativity to explore individual circumstances to plan appropriate interventions. |
| **3** | Effective Case Management – Manage the varying demands of a complex and challenging caseload, maintain accurate individual case records, and ensure that all required reports are completed to agreed timescales. Support formal and peer discussions with junior colleagues including observation and providing feedback. |
| **4** | Strength-Based Practice - Support individuals to regain and/or maintain their independence and ability to make choices and maximise those strengths to enable them to achieve desired outcomes.  |
| **5** | Recognise the short and long-term impact of psychological, socio-economic, environmental, and physiological factors on people’s lives, considering age and development and how this informs practice. |
| **6** | Promote and work in accordance with ethical occupational therapy practice. |
| **7** | Coordinate and lead professional meetings and support other colleagues. Provide professional supervision to Newly Qualified and unqualified colleagues. Contribute to delivery of a high-quality Occupational Therapy Service, alongside acting as a professional advisor. Assist in supporting effective performance management of the team. Actively contribute towards leading service development projects.  |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

|  |  |
| --- | --- |
| **1** | All post holders will work according to the Council’s Values & Expectations. |
| **2** | Spoken English Duty Requirement - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. |
| **3** | Able to travel to meet service delivery requirements. |
| **4** | Available to undertake work outside of normal working hours. |
| **5** | Ability to use IT systems and software effectively to accurately record and communicate. |
| **6** | Able to evidence a commitment to Continuing Professional Development (CPD). |
| **7** | A degree or equivalent qualification in Occupational Therapy. |
| **8** | Health and Care Professions Council (HCPC) Registration. |
| **9** | Demonstrable knowledge, skills, and experience of an Experienced Occupational Therapist, in accordance with the Professional standards for occupational therapy practice, conduct and ethics. |
| **10** | Commitment to completing additional formal/accredited training such as Best Interest Assessor, Adult Safeguarding Investigation or Managing Long-Term Conditions. |
| **11** | An Enhanced DBS Check with Adults & Childrens Barred List is required due to the role holder working within a regulated activity with adults and children, providing health care. |

Job family

**Care and Welfare (Grade H)**

|  |  |
| --- | --- |
| **Colleague expectations*** Be professional at all times
* Work together for the good of the team, city council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Manager expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
 |

Care and Welfare family jobs have as their primary responsibility the vulnerable members of our community who depend upon the city council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level social work practitioners with advanced theoretical knowledge of social work and associated disciplines. Jobs at this level will be required to regularly deal with the most challenging service users in the city council’s care and will have very high demands of concentration, communication skill and emotional resilience.

**The knowledge and skills required**

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either an advanced level of theoretical understanding of a very wide range of social work issues and/or associated disciplines, or an equivalent level of very lengthy practitioner level experience.

Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Roles at this level will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day to day feature of these roles.

**Thinking, planning and communication**

Job holders will regularly deal with highly charged, contentious situations and individuals whose behaviour ranges from merely challenging to aggressive and threatening. Job holders will have developed their essential communication skills through a combination of formal training and lengthy experience. Delivering the desired outcomes of interventions with families and individuals will depend upon effective advisory and persuasive skills in the context of exchanges with a range of audiences, some of whom will have inherent comprehension or language difficulties.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day to day basis with groups and individuals, there will also be a need to take a longer view and maybe up to a year ahead in some cases.

**Decision making and innovation**

The procedures, approaches and techniques required to fulfil the duties of these roles may be professionally based and/or defined by internal recognised protocols, but job holders will organise their own workload in accordance with changing demands and priorities.

Job holders will independently respond to problems, some of they may not have been encountered previously. They will have access to advice and assistance from team managers or supervisors when serious issues arise.

**Areas of responsibility**

Job holders will not only implement important and far reaching care programmes to the direct benefit of families and individuals, but they will also contribute to the development of corporate policies and procedures in their working sector.

Job holders will generally have some responsibility for the supervision or co-ordination of other employees, but this will not extend to formal management responsibility. Where roles at this level have formal line management responsibility, they are unlikely to need the level of specialist knowledge credited above.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

**Impacts and demands**

The requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience high level pressures of deadlines and conflicting demands.

Job holders are required to develop and maintain client relationships which may need them to exert greater than normal emotional resilience, with particularly challenging service users.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.