WOKINGHAM BOROUGH COUNCIL	**Job Description**			Job Reference
Job Title	Principal Occupational Therapist			
Service	Adult Social Care	Team	Adult Social Care & Safeguarding	
Location	Shute End/Hybrid Working			
Reports to	Will be directly managed by Head of Service			
Responsible for				
Grade	Type of position:			Date
NRSG5	Permanent Full Time			May 2024

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

To provide high quality and effective social care for adults, building on integration with key partners, and in particular the NHS and the voluntary sector, to develop and deliver seamless services for residents, and their carer's. Deliver effective and efficient services, offering good value for money, maximizing alternative ways of meeting needs through a strength-based approach. Ensure delivery of high-quality support and services to vulnerable adults within the Borough, ensuring effectiveness around Adult Safeguarding activity to reduce risk of abuse and neglect.

Purpose of the role

To ensure that the highest standard of Occuptional Therapy practice is embedded across the organisation by providing skilled and experienced leadership and practice knowledge to occupational therapists and social care practitioners, the organisation, and its partners.

As a member of the senior management team, contribute to the strategic leadership of services and develop and implement standards which provide a cohesive and high performing social work workforce, embraces cultural changes and improves strength-based practice with citizens.

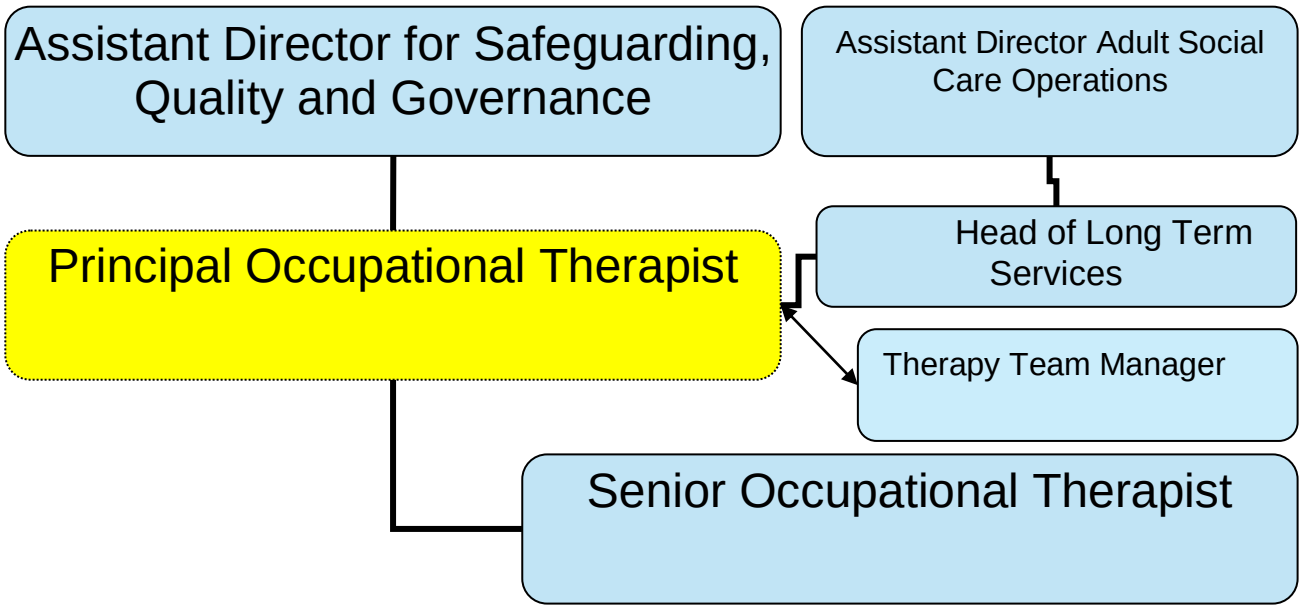
Main Accountabilities

1	Lead on professional development of occupational therapy, ensuring training, recruitment and retention are effective and appropriate for students, occupational therapists, and managers, to attract, develop and retain the workforce. To include the Occupational Therapy Apprenticeship, preceptorship and Practice Educator programmes and also trusted assessor training.
2	Support the organisations vision and priorities both internally and externally, including taking an active and leading role in the development of Social Care Future.
3	Lead on occupational therapy research and development and implementation of occupational therapy good practice, ensuring links with external research providers.

4	To support Therapy Team Manager with operational management tasks in their absence and provide direct supervision to occupational therapy staff including providing clinical supervision to OTs in other areas e.g. Housing adaptations team and children services on an ad hoc basis
5	Provide case advice and guidance to managers in relation to specific cases, where a POT lens would add value to the management oversight of the case
6	Lead the organisation at regional and national forums and feedback national developments in occupational therapy and influence development of government policy and practice by taking an active part in professional networks.
7	Take a lead role from an OT perspective in delivering the aims of the Workforce Strategy, working closely with colleagues from across the organisation to ensure effective workforce planning and leading/participating in other elements of workstreams as required
8	Provide reports of a high standard as required, including to various management forums, to partner organisations and an annual POT report.
9	Support the Head of Adult Safeguarding & Quality Assurance to deliver the Quality Assurance framework, ensuring the outputs support practice development, workforce development and continuous improvement including learning from complaints
10	Work closely with HEIs and universities to ensure good occupational therapy education and programmes that compliment local authority priorities.
11	Take the lead on MRHA alerts and the organisations response to these, as appropriate and in liaison with WBC Health & Safety Manager.
12	Lead OT practice against the ASC Practice Model, recognising the strengths of individuals and our communities, ensuring the person requiring support is at the centre of all decision making and considering cross council opportunities for collaboration in this respect.
13	Lead from an OT perspective on supporting the PSW in relation to CQC Assurance, working closely with other stakeholders in this respect.
14	Advise the Assistant Directors on fitness to practice issues when they occur, and act as point of contact for RCOT and HCPC in relation to this matter

Supervision Received	4 weekly. Clinical supervision to be provided by appropriate manager.
Supervision Given	Up to 5 Senior OTs/OTs
Contacts & Working Relationships	Team managers, practitioners (qualified and unqualified), Heads of Service, Assistant Director, Managers/staff and POTs/Lead OTs in Partner Organisations, members of the public, raising the profile of the unique contribution of OT and understanding and working across whole systems. Regional and national OT Preceptorship and Apprenticeship forums, advising the organisation of developments in adult social work practice and influencing a wider agenda. Social Work and other professional leads across partnership organisations.
Management of resources or budget	N/A
Special Factors	To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager DBS (Enhanced) required

Organisation Chart



Person Specification	
Qualifications	
Essential	**Desirable**
Occupational Therapy qualification and registration with HCPC.	
Extensive evidence of post-qualifying learning and CPD.	
Technical Skills	
Essential	**Desirable**
Digitally capable, supporting social work to utilise these skills effectively to support people and carers.	
Effective communicator, demonstrating a high level of interpersonal skills.	
Upholding the values of social work in what you say and what you do.	
Knowledge, Skills and Abilities	
Essential	**Desirable**
Detailed knowledge of practice, legislation, and research relevant to adult social care and experience of applying in complex settings.	Ability to work with whole system change.
Detailed knowledge of the qualification and competency frameworks of occupational therapy professionals.	
Excellent analytical skills, ability to interpret data and devise action plans based on results.	
Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations).	
Ability to influence and negotiate with a range of stakeholders.	

Ability to challenge and influence at all levels.		
Able to work independently, manage own time and prioritise work.		
Experience		
Essential	**Desirable**	
Extensive post-qualifying experience and at least 2 years senior management experience.	Demonstrable experience of successful change management.	
Experience as Practice Educator/Supervisor.	Working with Occupational Therapy	
Completed by:	Alice Bateman/Anita Balmer	15th May 2024