

Job Description

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| Job Title: | Senior Occupational Health Therapist / Practitioner - Health Assessment Team |
| Reports to: | Service Manager – Occupational Health Service |
| Grade Band : | C |
| Location: | Home Based |

Purpose

As the Senior Occupational Health Practitioner, you will be responsible for overseeing the operational aspects of the occupational health service, working alongside the Service Manager to assist with the implementation and continuing development of the service, including recruiting and managing a team of Occupational Health Practitioners. You will manage the clinical leadership of staff including supporting with participant risk and safeguarding issues. You will also provide direct support to a small caseload of participants.

We are looking for an individual who can manage and develop a multi-disciplinary team of partnership managers and administrators within our Occupational Health Service, taking responsibility for our external Self-Assessment tool & database and the growth of service within the Shaw Trust Health and Wellbeing division.

You will be expected to work closely with a team of Senior Occupational Health Therapist / Practitioners to develop and validate manufacturers products and recommendations.

You will provide specialist advice to both the public and professionals about assistive technology, approving products on our database & offering an expert opinion in advice and guidance. Assisting in developing and maintaining of in-depth knowledge of interventions and services, for recommendations of onward support.

The ideal candidate will need to be inclusive and embrace our culture and values, putting those we serve at the heart of everything we do. You will consistently deliver high quality services to support our communities and beneficiaries.

Main Duties and Responsibilities

1. The post holder will provide expert clinical and managerial leadership to maintain and develop high quality and performance, working within our commercial Occupational Health service.
2. Support their colleagues in the service working towards, achieving, and maintaining the standards required to be accredited with a recognised Occupational Health body.
3. Act as a clinical expert, facilitating the development and ongoing maintenance of our DLF product database
4. To lead our sales and administrative team delivering DLF products to our customers
5. Ensuring that safe clinical practice within the service is maintained to the highest standards and organise service demands within the sphere of influence and responsibility.
6. To act as deputy for the Service manager and the other senior occupational health practitioners, as and when required.
7. Be responsible for the development and delivery of operating procedures.
8. Develop and participate in regular supervision for both clinical/ non clinical staff.
9. Support in the development of clinical practice within the team, assisting in the facilitation of necessary development and training.
10. To provide an innovative and progressive attitude to the continual improvement of the service through research and evidence-based practice.
11. To champion Shaw Trust values and ensure this is embedded into the culture of your team.
12. Participate in case conferences with other colleagues from within the health and wellbeing teams where required.
13. Undertake any other practices as deemed appropriate to the role whilst being provided with appropriate training where necessary.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to

promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

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| <p align="center">Person Specification</p> <p>Job Title: Senior Occupational Health Therapist / Practitioner - Health Assessment Team</p> <p align="center">(E=Essential D=Desirable)</p> |
| <p>SKILLS AND CORE COMPETENCIES</p> |
| <p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Occupational Therapist, registered with HCPC with a robust experience working within the NHS/ Community/ Social services. (E) • Post graduate studies in occupational health, employability or disability management (E) • Allied health or nursing background or an equivalent qualification in behavioural or health sciences, with a post-graduate qualification in occupational health, as recognised by an appropriate professional body (E) for example – • A physiotherapist, registered with HCPC. • An accredited Occupational Psychologist. • Nurse registered with NMC. • Training qualification such as PTTLS, Cert-Ed or Level 3 award in Learning and Development. (D) • Trusted Assessor trained (D) |

Experience

- Working in Occupational Health environment (E)
- Dealing with Occupational Health management processes/issues (E)
- Clear evidence of team leadership and/or managerial experience (E)
- Experience of managing/delivering regulated training (D)
- Experience of working with Assistive technology (D)
- Experience facilitating moving and handling (D)
- Embedding an understanding of clinical quality assurance and regulatory requirements for an Occupational Health service (E)
- An enthusiastic and inspiring role model grounded in practice (E)
- Demonstrates a clear understanding of professional accountability in the scope of professional practice (E)
- Experience of achievement in a target-driven environment and ability to drive performance through focused performance management (E)
- Experience of staff development (E)
- Knowledgeable in mental health and wellbeing with the ability to articulate in both clinical and employment-related contexts the role of employment in improving mental and emotional wellbeing (E)
- Understanding of the wider health and social care sector (E)
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results (E)
- Ability to problem solve and respond appropriately to a variety of situations (E)
- Ability to work flexibly on own initiative and as part of a team (E)
- Ability to manage a team remotely (E)

Skills and Attributes

- Very well organised, able to handle competing priorities and keep multiple projects on track (E)
- Innovative and adaptable, with strong leadership and management skills. (E)
- Ability to work effectively independently and within a team framework. (E)
- Ability to prioritise and manage time effectively. (E)
- Good interpersonal and communication skills, written and oral. (E)
- Excellent interpersonal skills with ability to communicate effectively at all levels(E)
- Ability to use a wide range of communications media including common Windows based IT systems(E)
- Knowledge of Shaw Trusts organisation and aims(E)
- Excellent verbal and written communication skills(E)
- Ability to build and maintain effective networks internally and externally(E)
- Knowledge of clinical occupational health compliance/ regulatory standards(E)
- Ability to address problems and issues in a systematic and structured fashion and analyse complex situations(E)
- Ability to work as part of a geographically dispersed team and on own initiative(E)

Personal qualities, communicating and relating to others

- Provide a progressive attitude to the continual improvement of the service through research and evidence-based practice. (E)
- Be an innovative leader with a client-facing approach and can-do attitude.(E)
- Negotiation and motivational skills, ability to accept and deliver constructive feedback.(E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults.
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity