

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Senior Occupational Therapist, Community Therapy Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

1. The post holder will deliver specialist Occupational Therapy within the Community Therapy Service, working collaboratively with therapy therapy colleagues to design and implement tailored support packages for individuals affected by disability. This role is pivotal in promoting independence, enhancing functional ability using various adaptive and compensatory approaches to reduce the risk of future decline. Through proactive intervention, the service aims to prevent, reduce, or delay the need for adult social care, supporting people to live well in their own homes for longer.
2. The post holder will support staff carrying out community therapy tasks and work with the service clinical lead to develop the service, increase awareness and knowledge of specialist equipment, minor and major within professional colleagues, including health and social care colleagues, patients, families, carers and other key stakeholder groups.

Accountable to:

This role is accountable to the Clinical Lead Occupational Therapist for the Community Therapy Service. The role sits within Prevention and Therapies area, part of the Health Prevention and Well Being, People Directorate in West Northamptonshire Council.

Responsibilities:

1. Undertake specialist Occupational Therapy (OT) assessments as an autonomous practitioner for individuals referred to the Community Therapy Service. Assessments will primarily take place in people's homes and be carried out in collaboration with therapy colleagues and other relevant professionals.
2. Co-produce person-centred Occupational Therapy action plans with individuals referred to the Community Therapy Service, working alongside other professionals as appropriate. Interventions will be delivered, with the aim of optimising function, promoting independence, and connecting individuals with their communities. Maintain accurate records and always uphold information governance and confidentiality at all times.
3. Communicate effectively with individuals, relatives, carers, legal guardians, and other professionals. This includes coaching people and carers on aspects of Occupational Therapy interventions. Ensure all communications are timely, appropriate, and delivered through suitable channels including email, telephone, written correspondence, and face-to-face contact.
4. Maintain up-to-date clinical practice by engaging with current research and service development opportunities. Stay informed of relevant national legislation, professional standards, and organisational policies. Ensure your own continuing professional development (CPD) portfolio is current and reflective of best practice.
5. Supervise and support therapy staff in delivering appropriate tasks as part of the service delivery. Participate in annual appraisals and contribute to personal development planning to enhance performance and service delivery.

6. Work independently in the community in line with the lone worker policy, prioritising personal and team safety. Support the therapy service in implementing systems and processes that enhance service delivery and team effectiveness.
7. Maximise personal productivity by minimising duplication and errors and managing information efficiently and securely. This includes effective use of Office 365 and all internal IT systems to reduce risk, maximise service efficiency and support service delivery.
8. Proactively challenge and help eliminate discriminatory practices or behaviours, whether direct or indirect, in line with the organisation's commitment to equality and inclusion.
9. Demonstrate awareness and understanding of individuals' behavioural, physical, social, and welfare needs. Take reasonable care at all times to ensure the health, safety, and wellbeing of yourself and others.
10. Undertake any other duties that align with the overall spirit, scope, and purpose of this job description, provided they are appropriate to the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to priorities and manage your workload under pressure.	E	A, T, I, P
Ability to lead, supervise and performance manage, complete appraisals with staff.	E	A, I, P
Excellent written and verbal communication skills, excellent interpersonal skills, and an awareness of complex and sensitive issues with consideration for equality/diversity/rights, etc. being able to adapt methods/style/approach as appropriate.	E	A, I, P,
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Substantial knowledge and experience of complex assessments and treatment of adults with chronic and deteriorating physical conditions.	E	A, I, P
Knowledge of the legislative framework which informs OT practice e.g. Care Act, Legislation, Health & Safety etc.	E	A, I
Knowledge of OT practice delivered within an adult/community setting and especially equipment, specialist equipment minor and major adaptations.	E	A, I
Car driver with a full driver's licence, access to a vehicle or suitable transport during working hours.	E	A, D

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of OT practice delivered within an adult/community setting and especially reablement, or rehabilitation or short-term goal orientated experience.	E	A, I
Experience in moving and handling assessments with examples of safe and efficient practice.	E	A, I
Experience completing mental capacity assessments	E	A, I, P
An advanced understanding and expertise in the principles of risk assessment and risk management. Ability to risk assess for the service, self and others e.g. students.	E	A, I
Experience of delegation and working with therapy support staff	E	A, I, P
Experience using complex specialist equipment or providing specialist advice.	E	A, I
Experience of teaching other Health and Social Care professionals/staff.	D	A, I
Involvement in research or audit activity and projects, conferences, national therapy committees and groups.	D	A, I
Experience of collaborative working across/between agencies to	E	A, I

achieve outcomes for individuals and the service. E.g. discharge, rehousing etc., representation of service at meetings		
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Education, training and work qualifications:	Essential / Desirable	Measured by
Degree/Diploma in Occupational Therapist	E	D
HCPC Registration	E	D
Evidence of ongoing Continuing Professional Development CPD Portfolio.	E	A, I, P
This post will require satisfactory DBS clearance.	E	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include *[delete if not applicable]*:

[For example. Basic Disclosure, Standard Disclosure and Barring Service check, Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring]

Day-to-day in the role:

Job family & salary band:	[manager to insert ie. Customer Assistance Band 02]	Worker type:	Flexible Part-flexible Fixed Field-based worker
People management responsibility:	[manager to insert]	Budget responsibility:	[provide c. £x figure]

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

[Manager please highlight if the work involves Regular manual handling, Working at height, Rotating shift work, Driving HGV or LGV for work]

[How we work: Manager please add some context around how the role can be carried out]

For example: We are open to discussions about flexible working.

[You should also add some context around the worker type, see worker type descriptions [here](#)]

For example: This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture."

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

