

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Occupational Therapist Band 6

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:

To complete skilled and specialised occupational therapy assessments with the implementation of safe interventions which promote independence, minimise risk of hospitalisation and residential care within WNC area.

To liaise and communicate with other professionals, provider agencies and other teams across health and social care to ensure the delivery of services to people within WNC area.

To assist with the supervision and development of the Community Occupational Therapy services in Northamptonshire with the aim that the service will be deliver efficient, high-quality services ensuring professional standards are met.

## Responsibilities:

1. To complete skilled and specialised occupational therapy assessments and moving and handling assessments to customers with a wide range of more complicated medical conditions, in accordance with all relevant legislation and eligibility criteria
2. To facilitate safe and appropriate interventions which enable customers to optimise their independence; this may include the use of complex specialist equipment, minor and major adaptations, or specialist advice. Reviews of these interventions may be required.
3. To communicate effectively with customers; relatives; carers; legal guardians; or any other relevant professionals. This may require coaching customers and carers on aspects relevant to the occupational therapy intervention.
4. To ensure all communications are delivered in a timely and appropriate way using all the available media such as e-mail, telephone, written and face to face contact.
5. To be responsible for ensuring that current practice is up to date and research new practices with a view to development of the current service. To ensure you are up to date with all relevant national legislation, professional standards of practice and organisational policies and procedures. To ensure that your own CPD folder is also current.
6. To supervise, performance manage and support other staff members and colleagues. To give, receive and engage in annual appraisal and a personal development plan which will improve your performance. To support therapy service with the implementation of systems and processes that will support service delivery and staff within the team.
7. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
11. To carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with 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 prioritise and manage your workload under pressure.	Essential	A, I
Ability to supervise staff.	Essential	A, I
Excellent written and verbal communication skills, excellent interpersonal skills, and an awareness of complex and sensitive issues with consideration for equality/diversity/rights etc.	Essential	A, I
Experience of collaborative working across/between agencies to achieve outcomes for individuals and the service. E.g., discharge, rehousing etc., representation of service at meetings	Essential	A, I
Evidence of ongoing Continuing Professional Development – CPD Portfolio.	Essential	A, I
Ability to successfully manage significant changes in working practices.	Essential	A, I
Able to manage stakeholder relationships within complex projects and collaborate constructively with internal and external partners to create conditions for successful partnership working. Ability to manage and resolve conflict.	Essential	A, I
Ability to enable others to develop vision and translate that into realistic plans.	Essential	A, I
Strong group facilitation skills and excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.	Essential	A, I
Ability to build rapport and credibility with senior managers, members and Directors.	Essential	A, I

Excellent written and verbal communication and presentation skills along with interpersonal skills to gain the respect of multi-professional teams, enthuse and motivate individuals and teams.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Knowledge of the legislative framework which informs Community OT practice e.g. Care Act, Housing Legislation etc.	Essential	A, T, I, P, D
Car driver with a full driver's licence, access to a vehicle or suitable transport during working hours.	Essential	A, I, D
Experience of teaching other Health and Social Care professionals/staff.	Desirable	A, I
Involvement in research or audit activity and projects, conferences, national OT committees and groups.	Desirable	A, I
Experience of using a major adaptation as an intervention with customers.	Desirable	A, I
Knowledge of building terminology and ability to read architects plans.	Desirable	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Comprehensive experience of OT practice delivered within an adult/community setting.	Essential	A, I,
Relevant experience of more complicated assessments and treatment of adults with chronic and deteriorating physical conditions.	Essential	A, I,
Experience of working with and delegating to OT Support staff.	Desirable	A, I,
Experience of using complex specialist equipment, minor and providing specialist advice as interventions with customers.	Desirable	A, I,
Experience in complex moving and handling assessments with examples of safe and efficient practice.	Essential	A, I, T

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Education, training and work qualifications:	Essential / Desirable	Measured by
Degree/Diploma in Occupational Therapy.	Essential	A, D
HCPC Registration.	Essential	A, D
Evidence of ongoing Continuing Professional Development – CPD Portfolio.	Essential	I
This post will require satisfactory DBS clearance.	Essential	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.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Olympus House
<b>Job family band:</b>	N/A	<b>Worker type:</b>	Field / Operational
<b>Salary range:</b>	£35,392-£42,618	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

## 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.

<b>T</b>	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.

<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> 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”**



# 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.

