

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Moving & Handling Specialist Assessor/Trainer

Specialist Moving & Handling Team

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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Northamptonshire
Council**

Purpose and impact:

To contribute to the development, implementation and delivery of the Moving & Handling approach to delivering care with safe and efficient moving and handling practice, where possible with one carer by improving the quality-of-care delivery in West Northamptonshire.

To work with partners to bring about a cultural change to deliver quality, cost effective care, that meet the required quality care standards, ensuring effective delivery of high level of training in order to help develop and support the workforce across West Northamptonshire making care sustainable for Adult Social Care in the County.

Accountable to:

This role is accountable to the Senior Occupational Therapist in the Specialist Moving and Handling Team, who responsible for the direct line management of 8 staff within the team. The role sits within Prevention and Therapy Services, as part of the Adult Social Care, People Directorate in West Northamptonshire Council.

Responsibilities:

1. Undertake and complete highly skilled and specialised moving and handling assessments to customers with a wide range of complex medical conditions, in accordance with all relevant legislation and eligibility criteria and ensure any installation of required equipment is programmed and implemented.
2. To produce and implement appropriate and safe care plans, to achieve outcomes based on the single care approach. This includes making decisions to reduce care packages where it is safe and appropriate to do so.
3. To facilitate safe and appropriate interventions which enable customers to optimise their independence using the single care approach; this will include caseload management, updating and maintaining accurate electronic records, specialist equipment, minor and major adaptations, specialist advice, under the guidance and supervision of a Lead Therapist. Reviews of these interventions may be required.
4. Coach customers and carers on aspects relevant to the single care approach to ensure customers' needs are being met and to the service is delivered within required standards. This will require the ability to communicate effectively with customers; relative's carers; legal guardians; and professionals.
5. Provide professional advice, support and guidance to service areas and partners to identify learning and development interventions to meet service needs and legislative requirements. This will be under the guidance of the Lead Therapist.
6. Identify and Report poor practice as appropriate, raising concerns to the quality team at WNC under the guidance of the Lead Therapist. This will involve working with providers to address the poor practice being delivered to customers, providing support and in situations of poor practice, ensuring risks to customers are managed.
7. Design and Deliver training sessions on the single care approach, to colleagues, service providers and outside agencies to ensure for them to practice using the single care approach safely with the customers and deliver a high standard of care. Continually evaluate training sessions to ensure fit for

purpose and to ensure learning and development for all staff is monitored and reviewed to ensure the service continues to meet changing needs/standards.

8. To ensure accurate record are kept of any reductions, cost avoidance, or maintenance of care which include financial savings or savings in care hours or any other record relevant to the service.
9. To support colleagues in the single care approach This could be advice on maneuverers, arising problems, equipment, helping the colleagues to understand an issue, providing assistance in resolving customer issues, conflicting situations with customers, family and agencies workers/agency managers, and advising when to escalate.
10. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.
12. 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.
13. 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.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.

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
Moving and Handling Skills including Single Care Approach	E	I
Communication Skills – Written and Verbal	E	A, I, T
Organisational Skills	E	I
Driving (Skills) License	E	A, D
Prioritisation Skills	E	I
Team Working Skills	E	I
This is applicable to all roles in WNC that are required to use IT equipment: 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
Working in Health & Social Care	E	A, D
Moving & Handling Assessments	E	A, I, P, D
Moving & Handling Plans	E	A, I, P, D
Complex Special Equipment Knowledge	E	A, I, D
Adaptation Knowledge	D	A, I, D
Legislation Knowledge	E	A, I, D
Caseload Management	E	A, I, D
Supervision	D	A, I, D
IT Knowledge	E	A, I, D

Relevant experience:	Essential / Desirable	Measured by
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	D	A, I
Car driver with a full driver's licence, access to a vehicle or suitable transport during working hours.	E	A, I, D
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	A, I
Demonstrate an understanding of the safe working practices that apply to this role.	E	A, I
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
A Level or equivalent – any subject	E	A, D
ROSPA Level 3 Moving & Handling Train the Trainer or equivalent	E	A, D
Post requires a Satisfactory clearance of a criminal records bureau disclosure	E	A, 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:

Hours:	37 Hours	Primary work base:	Olympus House, N'pton
Job family band:	CW06-Care	Worker type:	Field-based worker
Salary range:		Budget responsibility:	N/A
People management responsibility:	N/A		

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”

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.

