

POST TITLE	HUB LEAD OCCUPATIONAL THERAPIST
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP (EHSCP)
SERVICE	LOCALITY HUBS
RESPONSIBLE TO	HUB SERVICE MANAGER
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The post-holder will have delegated responsibilities for the practice, strategic and managerial leadership of both the Occupational Therapy (O.T.) service and Assistant Rehab Practitioners in the HUB, ensuring provision of a quality service to people and providing leadership to Occupational Therapists and Assistant Rehab Practitioners.

The post-holder will develop and implement service changes and act as a specialist resource. The balance of clinical and managerial responsibilities will be flexible in line with service need.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Line manage a team of Occupational Therapists, to ensure effective delivery of services by supervising, supporting and advising employees as required, to maximise efficiency and deliver quality care.

To be responsible for screening referrals, workload, management, and supervision of Occupational Therapy teams within the service as delegated by the HUB Service Manager. This will include ensuring appropriate and safe levels of staffing are maintained and that employees are managed and supported in their performance of their duties in line with current Human Resource policies.

In collaboration with the HUB Service Manager undertake day to day management responsibilities of employees including: annual appraisals, identifying training needs, absence management, participating in recruitment, planning and organisation of workload, local implementation of policies and procedures, managing health and safety etc.

Implement and maintain effective performance management systems in relation to all service activity and report regularly to the Hub Service Manager.

To manage unallocated work by regularly re-assessing the needs of service users awaiting service, considering the available resources.

To respond on behalf of the Department to enquiries and complaints from service users and other agencies regarding occupational therapy service delivery.

To authorise payments to persons in need within agreed partnership limits and scope of practice. This includes authorising packages up to the national care home rate per client per week of £689, and local equipment and adaptation panel under £20,000.

To take responsibility for work which cannot be allocated and ensure that appropriate attention is drawn to this.

To establish and maintain effective O.T. procedures and processes and assist in the development of efficient office systems.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

Degree or diploma in Occupational Therapy recognised by the Health and Care Professions Council and registered with the Health and Care Professions Council.

To work with social work and O.T. employees to decide if any adult and child protection concerns require a case conference or initial referral discussion, in accordance with departmental policies and procedures.

Post holder will be required to manage adult protection concerns, including initial referral discussions, and therefore must have an excellent knowledge of relevant legislation.

Maintain an agreed specialist clinical commitment in relation to service needs:

- Act as an autonomous practitioner, using clinical reasoning skills.
- Develop rehabilitation or management programmes for people with a thorough understanding of potential contraindications or indications for caution.
- Maintain accurate documentation, records, and statistical information to reflect care provided and meet professional standards and legal requirements.
- Identify need, develop, plan and implement policies within the clinical specialism to meet clinical guidelines, improve care and propose policy or service changes which impact beyond own area.
- To work within the standards of professional practice laid down by the Royal College of Occupational Therapy and Health and Care Professions council
- Maintain and develop knowledge of evidence based practice in the clinical areas of specialism to ensure the provision of up to date effective and efficient care to maintain HCPC registration.

To contribute to the achievement of the overall aims and objectives of the partnership by implementing agreed policy through effective leadership, consultation, and communication.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

Post holder will require the ability to work in a sometimes stressful and busy environment, managing conflicting priorities including crisis situations.

Requirement to regularly manage conflict or challenging situations resulting from direct contact with service users and often may work outwith the office base.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF EMPLOYEES)

To supervise and manage two employee groups with different remits (Occupational Therapy employees and Assistant Rehab Practitioners) to a maximum of 8 WTE, in accordance with parent body policies, procedures, and standards.

RESOURCES.

The post holder will manage an operational budget of up to £20,000 for signing off approvals for equipment, care packages and care homes.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, a contractor, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).