

# Recruitment person specification

Post being recruited for: Occupational Therapist

## Council core competencies

These apply to all posts

These apply to posts with responsibility for managing people or resources

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

### Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

## Person specification

### Category

### Essential

### Desirable (not every post needs desirable requirements)

### Experience

Assessing need  
Establishing, monitoring and reviewing care plans  
Multidisciplinary working

Experience of working in a community team  
Experience of working with older people  
Experience of adult protection work  
Experience of Manual Handling Techniques

<p><b>Knowledge, skills and understanding</b></p>	<p>Knowledge of current legislation and policy</p> <p>Good communication skills</p> <p>Ability to prioritise workload, work under pressure and meet deadlines</p> <p>Computer/IT literate</p>	<p>Knowledge of systems used within Health and Social Care, City of Edinburgh Council</p>
<p><b>Qualifications and training</b></p>	<p>Diploma in Occupational Therapy or Degree in Occupational Therapy</p> <p>Registration with Health and Care Professions Council</p>	<p>Evidence of Continuous Professional Development</p>
<p><b>Job specific requirements</b></p>	<p>Recognises and works within professional boundaries</p> <p>Ability to gather and/or analyse complex information and make assessment/ recommendation</p> <p>An ability to keep and maintain accurate electronic records of work.</p> <p>A willingness to learn and a commitment to continuous professional development</p>	<p>Driving Licence</p>

