

## **Job Title: Senior Administrator - Occupational Therapy Service**

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**Department:** Health and Social services

**Section:** Occupational Therapy

**Reports to:** Head of Occupational Therapy Services

**JE Ref:** HCS1274

**Grade:** CS07 **JE Date:** 02/01/2024

### **Job purpose**

To manage the administrative and support service functions of the Occupational Therapy Service, ensuring the effective and efficient delivery of comprehensive administrative, financial, and facilities management services to staff and the general public.

Supervise and support the OT Assistants & support staff in the Equipment Service for effective service provision. Managing and reporting upon the data collection system within the service. To provide team support through the ordering of essential equipment, completion of effective stock control trend analysis and the management of equipment provision across the in-patient / community services.

### **Job specific outcomes**

To provide an efficient and confidential administration service for the Occupational Therapy Services, with particular responsibility for the work of the Professional Leads, including supporting with recruitment.

Oversight of the agreed states database system, including those used to book patient visits, and administration of Health Roster to support the Professional Leads and Deputy Director of Operations/Divisional Lead for Clinical Support Services.

Supervision of staff in the Occupational Therapy Equipment Service, identify and delegate work flow, set priorities and support the team, ensuring that they have the support, knowledge and skills required to be successful in the role and support effective service provision.

Monitor trends / requirements of equipment provision across the therapy division: ordering in accordance to service demands and maintaining minimum stock levels as indicated by each service and make recommendations to the Professional.

Provide work and supervise Vocational Rehabilitation placements who will be working in the Occupational Therapy Equipment Service. Provide a supportive environment for the clients to work in, provide tasks which will help develop new skills and build confidence with tasks and working in an office environment and in the valeting area. Carry out joint reviews with the Therapist or Vocational Coordinator regarding Vocational rehabilitation clients and their progress in the placement.

Responsible for ordering of equipment and services, and processing of invoices across the departments cost centres, ensuring activity adheres to the Public Finance Manual. Liaise with the Finance department regarding any payment issues. Responsibility for processing Locum invoices. Responsible for organising payments that cannot be made through Connect Suppliers Ariba, including Pro-forma and AP Drop Ins and Petty Cash.

To be a point of contact for the Occupational Therapy Service across Health & Community Services. Provide and receive complex information from internal and external agencies and individuals, providing advice, guidance and instruction proportionate to role. Escalate as appropriate to clinical staff or Professional Leads.

#### **Statutory responsibilities**

The post holder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989

To work in accordance with the Data Protection (Jersey) Law;

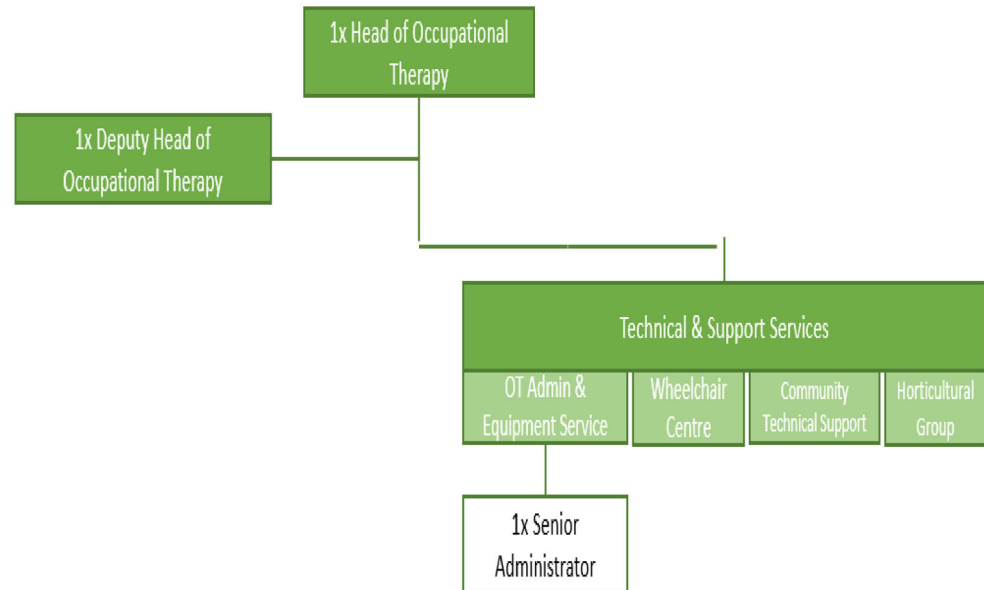
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

#### **Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

N/A

## Organisational structure



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
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<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>The post holder must have a good standard of education, preferably to 'A' level standard, and must be able to work on their own initiative.</p>	<p>Diploma business management</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Practical knowledge of Occupational Therapy service delivery and equipment provision.</p> <p>It is essential to be conversant with medical terminology, especially in the areas of orthopaedic, paediatric, obstetric and orthotic terminology.</p> <p>Awareness of the roles of other services (health and social care and education) and the interface with Occupational Therapy.</p>	<p>5 years' previous experience in a clinical setting.</p> <p>Ability to work flexibly.</p> <p>Previous experience of working in medical settings.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to demonstrate a range of information technology skills i.e. able to effectively use IT equipment and role critical software.</p>	
	<p>An understanding of medical devices / equipment, and the ability to provide basic advice regarding usage, contraindications, as well as basic knowledge of appropriate cleansing processes / COSH, IPAC hygiene standards.</p>	

<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>It is essential that the post holder is proficient in the use of a wide variety of computer systems and programmes. Extensive IT knowledge is required, with the ability supervise the admin clerk who undertakes building and maintaining clinics on Maxims, or be willing to undertake advanced training.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Excellent communication and organisational skills are required as the post holder has to often deal with upset/distressed patients who need to be dealt with in a sympathetic but firm manner. The post holder must be self-motivated and be able to work under pressure alone as well as part of a team.</p>	

## Personal Attributes

**Delete as appropriate:**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.



Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.