



## Head of Occupational Therapy Services

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**Department:** Health and Community Services

**Division:** Clinical Support Services and Cancer

**Reports to:** Therapies Lead

**JE Reference:** HCS602

**Grade:** CS13

**JE Date:** 20/04/2020

### Job purpose

Lead and manage the Occupational Therapy (OT) Service, taking the responsibility for all aspects of planning, governance and delivery of an efficient and effective Occupational Therapy Service for the islands population across acute and community services including both adult and childrens services.

Acting as the principal source of expertise and advice for Occupational Therapy and Rehabilitation provision and ensuring that the services operate in accordance with the policies and objectives of the Government of Jersey.

### Job specific outcomes

- 1 . Lead and manage Occupational Therapy Services, providing direction and developing high standards of legally and professionally compliant policies and practices in order to implement patient/client focussed services in accordance with the objectives of the Government of Jersey.
2. Develop the OT services and promote best practice, facilitating the development and implementation of systems relating to clinical governance and policies and procedures in line with relevant best practice and legislation, to ensure that all patients wherever they are treated receive a high standard of care.
3. Lead, plan, develop and manage Occupational Therapy Services across all ages in order to ensure the clients and their families are assessed, supported and monitored by departmental professionals and by partner agencies in accordance with service and departmental policies, procedures and current best practice, in a consistent and equitable way.
4. Develop guidance and policy for clinical interventions and establish systems for clinical governance in department premises, private residential care and nursing homes and in patient's own homes and places of work in order to monitor and maintain good health, safety and compliance in these areas.
5. Lead the financial management for the areas of service to ensure the most cost-effective use is made of the resources and to contribute to the department's good financial governance and achievement of best value.

6. Develop a team of motivated OT professionals and support staff, guiding, directing and managing OT and designated staff to achieve their agreed objectives and to ensure their continuous development through performance management systems and appropriate training and development.
7. Appraise the service's performance, overseeing the process in order to identify unmet needs, implement the use of outcome measures to evaluate the effectiveness of the service and to interpret and action developments in OT practice in order to make recommendations to improve the service and to determine workloads and priorities for the OT role.
8. Represent the OT services to the media, the public and other interested parties explaining any involvement in developing public related projects/services, ensuring any issues or complaints are resolved satisfactorily and positively promoting the services available to the public and other stakeholders in order to support understanding and appropriate usage of OT.
9. Review changes to UK legislation and elsewhere in order to recommend the implementation or modification of Jersey legislation for the wellbeing and health of the public. Input subject matter expertise to the overall decisions and development of island-wide strategies in order to develop improved community occupational therapy and other support services to meet island demographic changes.

### **Statutory responsibilities**

- The postholder 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.
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**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
<p><b>Qualifications</b> Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Diploma or degree in Occupational Therapy.</p> <p>Postgraduate management qualification at Level 7 or equivalent practical management experience, including the supervision, recruitment and selection of qualified and support staff.</p> <p>Current registration with the Health &amp; Care Professions Council and be registered as an Occupational Therapist under the Health Care Re istration Jerse Law 1995.</p>	



<p><b>Knowledge</b> This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Broad knowledge and understanding of all aspects of Occupational Therapy.</p> <p>Expert and practical knowledge of Occupational Therapy models of practice and treatment approaches in area of specialty (i.e. Model of Human Occupation, Occupational Performance Model, Sensory Integration, Postural Management, Accessible Environmental Design).</p> <p>Knowledge of Health &amp; Social Care legislation and current practice.</p> <p>Detailed knowledge of the principles of clinical governance and its application.</p> <p>Knowledge of Health Service development plans and of new and existing services, service innovations and sustainable health and social care initiatives.</p>	<p>Awareness of the roles of other services (Health, Social Care and Education) and the interface with Psychological Therapy.</p>
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	<p>Excellent understanding of teaching/training others in dialectical behaviour therapy, safe handling and clinical supervision.</p> <p>Extensive and detailed knowledge of equipment, treatment modalities and adaptations.</p> <p>Expert understanding of how to disseminate information to a variety of settings/professionals</p>	
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<p><b>Technical / Work-based Skills</b> This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p> <p>An extensive and detailed knowledge of Assistive Equipment and adaptations.</p>	
<p><b>General Skills/Attributes</b> 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.</p>	<p>Strong relationship building with both internal and external stakeholders up to and including at a senior level, and especially to develop good therapeutic relationships with clients.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Strong problem-solving acumen.</p> <p>Excellent communication; verbal and written. Communicates effectively across all levels and media.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas. Demonstrates empathy towards individual clients.</p> <p>Ability to team-build and demonstrate leadership qualities such as persuasive communication, self-assurance and be able to command respect and support of the team.</p>	

	<p>Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p> <p>Flexible approach to work.</p>	
<p><b>Experience</b> 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 postqualification experience).</p>	<p>Significant post qualification experience as a senior and lead clinician working with patients with a range of complex physical and mental health conditions in both hospital and community-based settings. A significant part of this experience should be at a senior manager level.</p> <p>Experience of directing strategy, operational management &amp; leading and developing a team of staff.</p> <p>Experience in the application of specialist skills and knowledge, including the application of Occupational Therapy assessments and interventions relevant to client group.</p> <p>Experience of working with a complex client group.</p> <p>Experience of working effectively within a multidisciplinary team, including those with members at the highest level of seniority.</p> <p>Experience of reviewing, reflecting and critically appraising own practice and performance through CPD and professional/operational supervision and appraisal that is in line with national and local guidelines.</p>	

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	<p>Experience in analysing professional and ethical issues.</p>	
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	<p>Demonstrable experience of initiating and implementing new practises at a complex level, and leading and managing change.</p> <p>Experience of leading in and participating in audit/evaluation/research of Occupational Therapy service areas and undertaking complex clinical audit.</p> <p>Experience of working closely with senior and other staff from other organisations (government departments, charities and private sector care providers) &amp; experience of disseminating information to a variety of settings/professionals.</p>	
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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 3 core accountabilities, attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.