



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Team Manager – Therapy Services

**Grade:** PO 3

**Directorate:** Adults and Health

**Department:** Adult Social Care

**Responsible to:** Head of Service – Adult Social Care

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### **Purpose of the Job:**

Lead and manage a team of qualified and non-qualified workers, ensuring they deliver an effective, high-quality service and supervision of senior therapy practitioners.

Ensure the promotion of independence and wellbeing of people accessing support and performance manage the team where required.

Work alongside the Principal Occupational Therapists and contribute to service planning.

Implement policies and practices, provide professional guidance and expertise in respect of practice and maintain an oversight of complex cases.

### **Main Responsibilities:**

1. To lead on aspects of Strategic Development for the service and of wider Adult Social Care, to ensure ongoing improvements. Attendance at strategic meetings across the integrated care system and with other partners.
2. To ensure that the needs of adults, children and carers are met; co-ordinate professional involvement to achieve outcomes. Leadership of complex case work including management oversight.
3. To work alongside the Principal Occupational Therapists to support service planning activities. Ensure that all appropriate planning and review activity is carried out effectively
4. Work with the Head of Service to manage data and performance monitoring and quality assurance. Keep the service under review to ensure value for public money and potential efficiencies are maximised.
5. Manage authorisation of supervised staff assessment documentation and records. Write reports, attend court and provide evidence if required.



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6. To manage a motivated team and ensure they are developed in their role through effective use of 1-1s (supervision) and effective performance management.
7. Manage the home improvement service including minor adaptations, Housing 'MOT's and Provisional Tests of Resource.
8. Manage the Discharge to Assess therapy reablement service.
9. Manage the therapy service including major adaptations, non-adaptation interventions, blue badge assessments and housing reports.
10. Lead on implementation and effective running of the children's adaptation service.
11. Provide management cover for staff working on Saturdays once per month on a rota basis (day off in week when working the Saturday)
12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
13. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
14. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
15. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
16. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes:**

Work collaboratively across adult social care, Rutland County Council and with all external partners to ensure a joined up, consistent service that adds value to people's lives.



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Be ambitious and champion best practice to promote excellent services which achieve best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions:**

Directly line manages 3 staff and indirectly line manages approximately 11 staff

Sign off grant funded adaptations and equipment provision



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

| Essential                                         | Method of Assessment * |
|---------------------------------------------------|------------------------|
| BSc [Hons] Occupational Therapist/Physiotherapist | A, D                   |
| Registration with HCPC                            | A, D                   |

#### EXPERIENCE/KNOWLEDGE

| Essential                                                                                                                              | Method of Assessment * |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Post qualifying experience working within a community or hospital setting.                                                             | A                      |
| Knowledge of Adult Care legislation and procedures.                                                                                    | A, I                   |
| Demonstrate understanding and experience of risk management of complex and high-risk issues.                                           | A, I                   |
| Experience of multi-agency working.                                                                                                    | A, I                   |
| Knowledge and experience of safeguarding adults' procedure                                                                             | A, I                   |
| Resource management – management of staff resources, financial management planning and budget monitoring.                              | A, I                   |
| Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery. | A, I                   |

| Desirable                                                                 | Method of Assessment * |
|---------------------------------------------------------------------------|------------------------|
| Experience of working within Social Care                                  | A, I                   |
| Experience of assessing for and recommending minor and major adaptations. | A, I                   |
| Experience working within Pediatrics                                      | A, I                   |



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|------------------------------------------------------|------|
| Evidence of other learning and development training. | A, I |
|------------------------------------------------------|------|

### **SKILLS**

| Essential                                                    | Method of Assessment * |
|--------------------------------------------------------------|------------------------|
| Leadership and management skills                             | A, I                   |
| Ability to monitor performance of staff and mentor           | A, I                   |
| Strong decision- making skills                               | A, I                   |
| Excellent written and oral communication skills              | A, I                   |
| Ability to work under pressure                               | A, I                   |
| Ability to work in partnership at a strategic level          | A, I                   |
| Strong IT skills                                             | A, I                   |
| Negotiation skills                                           | A, I                   |
| Excellent assessment and Risk management skills              | A, I                   |
| Managing conflict and maintaining professional relationships | A, I                   |
| Good organisational skills                                   | A, I                   |
| Ability to manage conflicting demands and priorities         | A, I                   |
| Team working skills                                          | A, I                   |

### **EQUALITY AND DIVERSITY**

| Essential                                                                                                | Method of Assessment * |
|----------------------------------------------------------------------------------------------------------|------------------------|
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I                    |



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### OTHER

| Essential                                                                | Method of Assessment * |
|--------------------------------------------------------------------------|------------------------|
| Flexible in working patterns to fulfil commitments of the role and team. | A/I                    |
| Willingness and ability to visit other sites as and when required.       | A/I                    |

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

| DATE       | CHANGE<br>- YES/NO | PREPARED BY<br>(Name & Position Title)                      |
|------------|--------------------|-------------------------------------------------------------|
| March 2020 | YES                | Emmajane Hollands, Head of Service, Community Care Services |
| 16/10/24   | YES                | Katherine Willison, Head of Service Adult Social Care       |
| 10/10/25   | NO                 | Katherine Willison, Head of Service Adult Social Care       |