



Inclusive
Ambitious
Always learning



Candidate Pack

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Applying for this vacancy

Thank you for interest in joining Bracknell Forest Council.

Please read this information before completing your application form, as it provides additional information about the council.

When completing our online application form, make sure to clearly highlight:

- why you are interested in the role
- what relevant skills and experience you have - refer to the job description and person specification

We are committed to ensuring an inclusive and accessible experience for all applicants so please contact the Recruitment team (Recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments as part of the application or interview process.

Problems?

- For application queries contact the Bracknell Forest Council Recruitment team:
Recruitment@bracknell-forest.gov.uk or 01344 352080
- For technical application issues contact the Jobs Go Public support team:
support@jobsgopublic.com

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.





Welcome from the Assistant Director: Tony Dwyer

Dear Candidate,

Thank you for your interest in our Occupational Therapist vacancy.

This is an exciting opportunity to join our dynamic team, here at Bracknell Forest. This role sits within the People directorate where there are six key departments: Adult Social Care, Children's Social Care, Commissioning, Early Help & Communities, Education & Learning and Public Health.

Our vision is to provide the best possible opportunities for the people in our community. We work in close partnership with local organisations such as in health and housing, with a strong focus on prevention and proactivity. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently and well as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams.

Our employees are motivated to have an impact on the community, and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

If this sounds like the sort of organisation you would like to work with, then we would love to hear from you. I hope that the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Tony Dwyer

**Assistant Director: Adult Social Care
Operations**

About the roles



We are recruiting for an Occupational Therapist within our new Operating Model which puts the person at the centre and is values led. You will work either on our Adult Social Care Hub, the Early Intervention and Prevention Service or the Adult Community Team (Long Term).

Although we work in three distinct teams, we are one service, and we work together closely which leads to good relationships and opportunities for learning from each other. Whichever team you will be in, you will gain an invaluable breadth of experience across adult social care and will be supported to develop your knowledge and confidence. Rotational posts across the teams will be considered.

Adult Social Care Hub: As an Occupational Therapist in our Adult Social Care Hub, you will be working with people right at the start of their journey with Social Care. The Hub is the first point of contact for people with physical health issues, learning disabilities or for older adults with mental health problems. You will be part of a team of Occupational Therapists, Social Workers and Support Coordinators, answering people's queries, signposting to other supports including the voluntary sector, or visiting people where they live to carry out assessments. As an Occupational Therapist you will be responding to people in crisis where there is a need for immediate response for people at significant risk, for example, dealing with urgent manual handling issues, supporting with safeguarding and career breakdown. You will also support others on the team with advice and recommendations.

Early Intervention and Prevention Service: As an Occupational Therapist you will be working as part of a large, very supportive, multi-disciplinary team of Occupational Therapists, Physios, Nurses, Social Workers, MTAs and Support Coordinators. We are truly integrated, with some of our staff being employed by the NHS. We work hard alongside the people we support to maximise their independence, help them to remain at home for as long as possible, if this is their choice, with reduced reliance on external support. We facilitate timely discharge from hospital to help avoid unnecessary hospital admission. We do this by offering Intermediate Care, Goal Led Therapy, Nursing support, Creative Assistive Technology Solutions and signposting to our Local Voluntary Sector. We also support people with sensory loss and have an Assessment Suite where they can come to trial equipment.

Adult Community Team (Long Term): As an Occupational Therapist on the Adult Community Team (Long Term) you will have the time to build a relationship with the person you are supporting, to improve their well-being and make a significant difference to every aspect of their day to day lives. This could be through specialist pieces of equipment, major adaptations, or being there for help, advice and support. We work in a person centered way, enabling individuals to recognise their strengths and how we can build on these together to achieve their fullest potential. You will be working closely with social workers and support coordinators who are all working towards the same aims.

You will be encouraged to work in an autonomous way, but with the support you need to have the confidence to do so. You will also have time to maintain and enhance your own CPD and we will support you through regular supervision and opportunities for training and development.



Meet our Occupational Therapy team

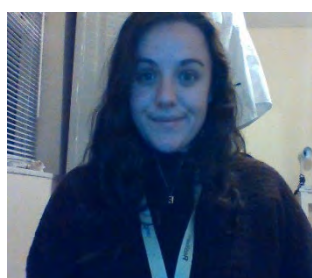


Eleanor Mulhern
Assistant Community
Service Manager

Hi. I'm Eleanor Mulhern and I am the Assistant Community Services Manager for the Early Intervention and Prevention Team at Bracknell Forest.

I have been with Bracknell for 7 years, originally joining as a Senior OT before being promoted to my current position. I lead the team you will be working with and having that therapy background myself means I understand the work that the team do, the satisfaction it can bring and the challenges that can be faced.

The great thing about working at Bracknell is the support – everyone that starts with us comments on how supportive the team are – we look after each other and that team spirit helps us get through the tough times and adds to the good times. People tend to stay here – having come back to Bracknell after around 10 years, I was amazed at the number of staff that were still here, but in different roles – Bracknell supports people to progress in their careers and take on new roles and challenges. I look forward to meeting you.



Emma Marlow
Senior Occupational
Therapist

Emma joined our team in September 2020, as an Occupational Therapist. In her own words, this is Emma's story of her day in her life at Bracknell Forest:

"Even during the current circumstances, our team is always in close communication. Every morning we start with a team huddle. This is where team capacity is discussed, new allocations are given out, and if anyone has any questions or needs support, it can be brought up during the meeting. I find these virtual huddles really beneficial. It gives everyone a chance to catch up and touch base with the team before we start the day. It makes a huge difference when working virtually, you feel supported as you know there will always be someone there to ask a question!

Following this meeting, I will carry out my home visits for the day. Visits can include a variety of different things, whether that be supporting a hospital discharge, completing a manual handling risk assessment, supporting with an admission avoidance, or completing an initial assessment for someone starting with our intermediate care service. Working with a multi-disciplinary team of nurses, physiotherapists and support workers is incredibly helpful, and even in current circumstances we can complete joint visits to ensure we are providing holistic and thorough assessments, so individuals are receiving the best care. Working in this way is a great learning experience and has allowed me to expand my knowledge and confidence massively."



Some of the team:



Feedback from a family member:

I have never had to engage with these services before and was dubious and unsure what to expect but I can honestly say my expectations were exceeded. All the staff involved went beyond their call of duty and were informative, supportive, professional and personable, and made my mother and myself feel safe and secure in her final weeks. Even, what could be considered the final link, OT and the equipment provider. In particular the OTs that I met were courteous and tried everything to find solutions to some minor problems. This was not easy as we live in a park home and the rooms are very small but try they did.

In summary, please thank all the team for their outstanding work.

Feedback from Mr T:

I would like to say thank you to you and your team for looking after me so well - every one of them has been so kind and so helpful - have a biscuit with your teas.

Feedback from Mrs G:

Everyone who came through the door had a real positive attitude, I could see the smile in their eyes, despite wearing the masks and they passed their positivity onto us. Everyone was marvellous. Thank you so much for all that everyone in the team did for us.

Feedback from a Care Manager:

I wanted to pass on some feedback from PW. She informed me that her ICS service has been supportive in getting her back onto her feet again and advised that she didn't know how she would have managed without it. She reported that all support workers were friendly and helpful and couldn't thank us enough for the service. This is high praise for an individual who needed support to engage initially. Thanks for all your hard work!

About Bracknell Forest Council



Bracknell Forest Council is proud to be an award-winning and forward thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity and Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

In 2017, we celebrated the successful launch of The Lexicon; a £240m award winning shopping and leisure destination. It is the perfect place to browse the shops or grab lunch during your break.

Location

All of The Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances. Please check the advert if the post you are applying for is not based at the main offices at Time Square.

Values and Behaviours



In every interaction and communication, we seek to listen and understand. We make sure that there is an inclusive and collaborative culture or openness and honesty. We respect individuality, diversity and wide-ranging perspectives. We focus on equality, people and trusting relationships.



Through our determination, we aspire to excellence and adding value in everything that we do. We work together and treat others as we would expect ourselves or our families to be treated.

We do what we say we are going to do and hold ourselves and others to account.



We strive for continuous improvement, proactively seeking development opportunities, reflecting and learning from experience.

We are adaptable, innovative, and resourceful and adopt new ways of working.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We offer annual appraisal meetings with your manager to complement and support the regular one-to-one discussions you have with them during the year. These are opportunities for identifying training and development requirements.

We offer a blended approach to our learning opportunities that may include face-to-face workshops (in person or on Teams), access to a range of e-learning packages such as new equipment as well as legal updates on the Care Act and the Mental Capacity Act, specialist share and learn staff networks, coaching and mentoring opportunities, secondments, shadowing and project working. Quarterly CPD sessions are carried out with all the Occupational Therapists working at Bracknell Forest as well as annual manual handling updates.

Working flexibly

Your work style is Flexible, which means you can work away from your designated office space (either another office location, at home, or in the field) for, on average, up to 80% of your normal working week. The extent, timing and location of remote working will be by agreement with your manager.

Benefits

We want to offer our employees competitive and rewarding benefits package. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a regenerated town centre, however all staff can make the most of the following benefits.

Recognition of continuous service from NHS/UKHSA

As a unique benefit for staff joining Bracknell Forest Council who are currently working on NHS or UKHSA terms and conditions of service, we recognise continuous service attained when calculating eligibility for the following benefits: occupational maternity and paternity leave, sickness absence entitlements and annual leave entitlement. Please note that this recognition only applies on commencement of your permanent employment at Bracknell Forest Council and may not be recognised at other organisations.

Electric vehicle leasing scheme

This provides you with the opportunity to lease an electric vehicle through our salary sacrifice scheme at a fixed monthly cost, subject to eligibility.

Find out more about our full range of [staff benefits](#).



Buying and selling
annual leave



Electric vehicle
salary sacrifice



Shopping vouchers



Discounted travel passes



Cycle to work scheme



Leisure Membership



Recognition of NHS
continuous service



...and more



Annual leave

Basic annual leave entitlement for this role is 28 days per annum plus bank holidays, and increases after 3 years continuous local government service by 5 days.

Annual leave for part-time workers is adjusted pro-rata and calculated in hours.

Buying and selling annual leave

To give you extra flexibility, you have the option of buying or selling annual leave. By arrangement with your manager, you can buy up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro-rata for part-time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £28,001 to £45,600 pa contributes at 6.5%.

Car parking

As an essential car user you are eligible to park in our Time Square, Bracknell car park for £13 per month.

If you are not based at our Time Square office, please speak to your recruiting manager for the car park arrangements at your site.

Car allowance

➤ Essential car allowance

If the post is designated as an Essential Car User (please see job description for confirmation), current Essential Car User rates are as follows:

Lump sum per annum: £963
First 8,500 business miles: 40.9p
After 8,500 business miles: 14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/council operated centres). Entitlement will be periodically reviewed.

Tax relief is automatically processed through the payroll for any difference between the essential car user rate and the HMRC advisory rate.

➤ Electric vehicle leasing scheme

If you use a vehicle obtained through the council's electric vehicle scheme, any mileage payments are administered by the payroll team. Details of the applicable rates are available on the council's intranet.

The salary sacrifice company car rate are based on HMRC advisory rates and are subject to change.



We actively encourage all employees to take up the wide variety of learning and development available.

Pre-employment checks

Working in the UK

You must be entitled to work in the UK before you can start work with us.

You can [check your eligibility to work in the UK](#).

References

We require a minimum of two satisfactory references. These references must cover a minimum of 5 years consecutive employment and/or education history. If the two references do not cover the full 5 year period, you will need to supply additional referees until the full five years are accounted for. The first reference must come from your current or most current employer. If you are currently in full-time education, references will be accepted from school/colleges. The second reference must be from the employment preceding your current or most recent one. If the two references cover an employment period shorter than 5 years, please provide as many additional referees as needed from your previous employments, in a consecutive order.

Please ensure that the referees' details supplied belong to your line manager, HR representative or someone in a more senior role. We are unable to accept references from relatives or individuals writing solely in the capacity of friends or colleagues.

Additionally, please provide the referees' work email addresses rather than personal ones and ensure they are still employed by the company at the time of completing the reference.

Medical questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

DBS (Disclosure and Barring Service) check

Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The position requires an Enhanced DBS check because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit:

- [working with children](#)

- [working with adults](#)

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. [Find out more about the LSCB](#).



Equality, Diversity and Inclusion

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

At Bracknell Forest we champion equality, diversity and inclusion and welcome applications from candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, disability, or age. As a Disability Confident Employer, please let us know if you need any reasonable adjustments at any point during the recruitment process by contacting our friendly recruitment team on recruitment@bracknell-forest.gov.uk.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

At Bracknell Forest Council, we aim to create an inclusive, ambitious and always learning workplace culture that promotes wellbeing. We empower our people to prioritise their wellbeing and support each other, ensuring they can be themselves, perform their best and deliver exceptional service to our residents.

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

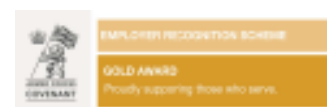
Our commitment to care leavers

We welcome applications from care leavers and are committed to supporting care leavers into employment.

This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.

Our commitment to those leaving the armed services

We are proud to hold the silver award in the covenant Employer Recognition Scheme and are committed to providing support to Armed forces veterans. This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.



More about applying

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure and Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

The successful completion of your probation will be dependent on completion of the council's mandatory courses which include Equality in the Workplace, Introduction to Health and Safety and Data Protection (and GDPR) Essential Knowledge.

As part of the council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

All staff should hold a duty and commitment to observing the council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and council policies/procedures.

Reasonable adjustments

We are committed to ensuring an inclusive and accessible experience for all applicants so please contact the recruitment team (recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments at any part of the application or interview process, or if you join us, to support you in your employment with us.

What happens next?

Once you have submitted your application to us it will go through a number of stages. View our [recruitment process online](#).

If you would like to be kept informed about the latest job opportunities at Bracknell Forest Council you can [sign up to our jobs newsletter](#).

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

