Proffil Swydd/Job Profile

Teitl y Swydd – Arweinydd Gwasanaeth - Therapydd Galwedigaethol

Post Title – Service Lead Occupational Therapist

Adran	Therapi Galwedigaethol
Department	Occupational Therapy

Division/Section	Occupational Therapy

Gradd/Grade Band Cyflog/Pay Band	8a/M

Rheolwr yn atebol i/ Managerial accountable to	Rheolwr Darparu Gwasanaeth/Service Delivery Manager
Yn adrodd i/ Reports To /	Rheolwr Darparu Gwasanaeth/Service Delivery Manager
Yn broffesiynol atebol i/ Professionally accountable to	Pennaeth Therapi Galwedigaethol/Head of Occupational Therapy

Rhif y Swydd/Post Number	032725

Paratowyd Gan/Prepared By	Jon Adams (Head of Occupational Therapy) Angharad Jenkins (Senior Delivery Manager Proactive and Planned Care)

Dyddiad/Date	23/10/2026

Prif Ddiben y Swydd

Gan adrodd ar y cyd i'r Pennaeth Therapi Galwedigaethol a'r Rheolwr Darparu Gwasanaethau, mae'r therapydd galwedigaethol ac arweinydd clinigol profiadol hwn yn gyfrifol am arweinyddiaeth broffesiynol a rheolaeth weithredol adran benodol o'r gwasanaeth therapi galwedigaethol. Ar gyfer y swydd hon, yr adran benodol yw;

- Therapi Galwedigaethol Cymunedol, fel rhan o Dimau Iechyd a Gofal Cymdeithasol Integredig yn Sir Gaerfyrddin.
- Therapyddion galwedigaethol yn gweithio o fewn timoedd eraill Cyngor Sir Gâr - e.e. Tai, Bathodynnau Glas.

Cyfrifol am ddarparu gwasanaeth diogel ac effeithiol o safon uchel yn y maes mae'n gyfrifol amdano, sy'n seiliedig ar dystiolaeth ac yn cyrraedd y safonau proffesiynol sy'n ofynnol gan y Cyngor Proffesiynau Iechyd a Gofal (HCPC) a Choleg Brenhinol Therapyddion Galwedigaethol (RCOT).

Gan weithio fel rhan o dimoedd therapi galwedigaethol ac arweinwyr uwch y sir, mae'r swydd hon yn helpu'r Pennaeth Therapi Galwedigaethol a'r Rheolwr Darparu Gwasanaethau i ddatblygu a chyflawni'r cynlluniau gwasanaeth, sy'n cyd-fynd ag amcanion strategol sefydliadol a blaenoriaethau proffesiynol. Mae hyn yn cynnwys cymryd cyfrifoldeb dros brosiectau y cytunwyd arnynt gan gynnwys ail-ddylunio a gwella gwasanaethau therapi galwedigaethol yn weithredol o fewn y maes mae'n gyfrifol amdano, gweithio'n agos ac ar y cyd â chydweithwyr, proffesiynau eraill ac ar draws sefydliadau.

Mae gan ddeiliad y swydd arbenigedd clinigol mewn therapi galwedigaethol, gan gynnwys cynnal gweithgareddau ymchwil a darparu goruchwyliaeth glinigol uniongyrchol, mentora, goruchwylio achosion cymhleth ac addysg. Mae deiliad y swydd yn ymarferydd clinigol annibynnol, yn gallu asesu, trin/rheoli, gwerthuso, cyfeirio a rhyddhau. Dadansoddi ffeithiau a sefyllfaoedd cymhleth a chymharu ystod o opsiynau er mwyn diwallu anghenion unigol. Gall reoli cymhlethdod mewn ymarfer clinigol, gan ddefnyddio sgiliau meddwl beirniadol a dadansoddol i ategu barn ddoeth, a gwneud penderfyniadau moesegol. Mae'r swydd yn cynnwys asesu a rheoli risg glinigol a herio eraill yn rhagweithiol ynghylch risg.

Fel therapydd galwedigaethol, mae'r swydd hon yn canolbwyntio ar wasanaethau a mentrau sy'n gysylltiedig ag adsefydlu ac adfer, ailsefydlu perfformiad galwedigaethol, cydbwysedd galwedigaethol a chynhwysiant cymdeithasol. Mae deiliad y swydd yn cynghori ar, cefnogi, ac, o bosibl, arwain mentrau sy'n cynnwys Iechyd, Gofal Cymdeithasol, Tai ac Addysg sy'n ceisio helpu pobl i gynnal iechyd a llesiant ac annibyniaeth bersonol.

Y Prif Ddyletswyddau

Rheoli Gwasanaethau

Darparu arweinyddiaeth glinigol arbenigol o ran Therapi Galwedigaethol i gynllunio, datblygu, a gwerthuso gwasanaethau, gan fod yn gyfrifol am reoli a darparu meysydd/prosiectau penodedig.

Datblygu cynlluniau ar gyfer ei faes gwasanaeth ei hun, sy'n cyd-fynd â chynlluniau Therapi Galwedigaethol a chynlluniau'r Sir. Bydd hyn yn cynnwys nodi bylchau mewn gwasanaethau, lle gall rôl seiliedig ar dystiolaeth therapi galwedigaethol fod yn absennol ar hyn o bryd, yn ogystal â deall a chymathu amcanion strategol sefydliadol, cynlluniau a blaenoriaethau strategol sefydliadol meysydd gwasanaeth eraill, proffesiynau a sefydliadau, sy'n rhyngwynebu â Therapi Galwedigaethol.

Rheoli tîm/maes gwasanaeth penodol. Mae hyn yn cynnwys rheoli adnoddau dynol ac adnoddau eraill, asesu a rheoli risg, perfformiad a sicrhau cydymffurfiaeth â safonau proffesiynol.

Arwain maes gwasanaeth, ysgogi ac ysbrydoli staff i ymgysylltu, gweithredu'n effeithiol, ymddwyn yn dosturiol, a sicrhau bod ansawdd y gwasanaeth gofynnol yn cael ei ddarparu.

Sicrhau bod gwasanaeth therapi galwedigaethol yn cael ei ddarparu'n effeithiol, yn effeithlon, ac yn ddiogel o fewn yr adnoddau sydd ar gael. Mae hyn yn cynnwys sefydlu a defnyddio blaenoriaethu clinigol a dyrannu a defnyddio adnoddau staff yn effeithiol yn ei faes cyfrifoldeb, yn seiliedig ar ddadansoddi risgiau, ac uwchgyfeirio pryderon yn briodol.

Ymchwilio i ddigwyddiadau a chwynion yn y maes cyfrifoldeb ac ymateb i hynny. Bydd hyn yn cynnwys cyfrifoldeb am werthuso ymarfer ac ansawdd y gwasanaeth sy'n gysylltiedig â rheoli achosion penodol, llunio ymatebion a datblygu a gweithredu cynlluniau gwella.

Sicrhau bod yr hyn a ddysgir gan ddigwyddiadau a chwynion yn ei faes cyfrifoldeb yn cael ei nodi a'i rannu'n briodol er mwyn llywio gwelliannau o safon.

Arwain y gwaith o ddatblygu a gweithredu safonau, polisïau, canllawiau, llwybrau a phrosesau yn ei faes cyfrifoldeb ac ar draws y gwasanaeth fel y cytunwyd/dirprwywyd, i gefnogi gofal wedi'i gydlynu a gofal sy'n canolbwyntio ar yr unigolyn, ansawdd a diogelwch, a gwell profiad i'r defnyddiwr. Mae hyn yn cynnwys cymhathu polisi ac arweiniad lleol, rhanbarthol a chenedlaethol ochr yn ochr â safonau proffesiynol, deddfwriaeth, ymchwil a phrofiadau a chanlyniadau defnyddwyr gwasanaeth.

Cyfrifol am ddehongli polisïau ac arweiniad proffesiynol mewn perthynas â maes clinigol/gwasanaeth penodol, gyda rhyddid i weithredu, yn seiliedig ar ei ddehongliad ei hun o bolisïau sefydliadol/proffesiynol, gan ofyn am gyngor yn ôl yr angen.

Goruchwylio systemau ac arferion cadw cofnodion clinigol ac effeithiol o fewn ei faes cyfrifoldeb, gan sicrhau cydymffurfiaeth â HCPC, safonau RCOT a pholisi sefydliadol.

Hyrwyddo a dylanwadu ar eraill i ymgorffori gofal sy'n canolbwyntio ar yr unigolyn/ar werthoedd yn ymarferol, gan gynnwys;

- Trafod gofal gyda defnyddwyr gwasanaeth/gofalwyr fel partneriaid cyfartal
- Cynnwys defnyddwyr gwasanaeth wrth roi adborth o'u profiad.

Rheoli ac adrodd ar berfformiad o fewn ei faes cyfrifoldeb i sicrhau bod modd cyflawni yn erbyn amcanion a thargedau sefydliadol a rhai Llywodraeth Cymru.

Nodi pryderon ynghylch trefniadau llywodraethu gweithredol neu broffesiynol a allai beryglu diogelwch cleifion, gan fynd i'r afael â'r pryderon yn y maes cyfrifoldeb a/neu eu huwchgyfeirio'n briodol.

Efallai y bydd gofyn i ddeiliad y swydd fod yn rhan o ymagwedd hyblyg at fodel gweithio 7 diwrnod oherwydd anghenion y gwasanaeth ac ail-ddylunio'r gwasanaeth. Gall hyn gynnwys gweithio oriau anghymdeithasol ac ar benwythnosau.

Gwella Gwasanaethau

Mabwysiadu persbectif ledled y system i wella gwasanaethau sy'n canolbwyntio ar y daith orau posibl i'r dinesydd. Bydd hyn yn cynnwys datblygu rolau clinigol dwyochrog ar draws asiantaethau a rhwng siroedd, ail-ddylunio rolau a datblygu llwybrau asiantaeth ar y cyd integredig.

Cyfrifol am gynnal archwiliad/ymchwil glinigol yn rheolaidd sy'n llywio arfer a gwelliannau i'r gwasanaeth o fewn therapi galwedigaethol.

Ymchwilio i sylfaen tystiolaeth glinigol, gan ddadansoddi tystiolaeth yn feirniadol er mwyn llywio datblygiad eich ymarfer eich hun, yn ogystal â llywio datblygiad safonau clinigol/ymarfer a gwella ansawdd ar gyfer y gwasanaeth.

Dethol a defnyddio dulliau gwella'n briodol i gyflawni a gwerthuso gwelliannau i'r gwasanaeth yn effeithiol.

Cefnogi datblygu canllawiau, safonau, llwybrau a/neu bolisïau un-ddisgyblaethol, amlddisgyblaethol a/neu bractis cyd-asiantaeth lleol, sy'n seiliedig ar arferion gorau. Arwain datblygiad a gweithrediad o fewn maes penodol, fel y cytunwyd.

Sefydlu a chynnal gwaith partneriaeth cadarn gyda defnyddwyr gwasanaeth, gan ddefnyddio safbwyntiau a phrofiad defnyddwyr i wella'r gwasanaeth lleol.

Adolygu a diwygio rolau ac ymarfer clinigol i adlewyrchu gweithio cydweithredol / partneriaeth a'r cyfrifoldebau perthnasol.

Ymgymryd ag archwiliadau cadw cofnodion rheolaidd a gweithredu systemau i archwilio a gwella cadw cofnodion a rheoli gwybodaeth yn barhaus.

Gwella effeithlonrwydd ac effeithiolrwydd gwasanaethau trwy brosesau a llwybrau symlach, a llai o ddyblygu o ran ymdrech.

Datblygu rhwydweithiau a gwaith partneriaeth cydweithredol ac effeithiol gydag ystod eang o bartneriaid statudol ac anstatudol i gyflawni amcanion a chynlluniau gwasanaeth.

Gweithio ar y cyd â phroffesiynau eraill i ddatblygu a darparu gwasanaethau sy'n canolbwyntio ar yr unigolyn, yn hygyrch, yn ddarbodus ac yn ddiogel.

Defnyddio technolegau newydd yn effeithiol i wella annibyniaeth dinasyddion a hygyrchedd ac effeithlonrwydd y gwasanaeth.

Cyfathrebu

Sefydlu a chynnal fframwaith cyfathrebu effeithiol o fewn ei faes cyfrifoldeb i sicrhau bod staff yn cael gwybodaeth a bod cyfathrebu'n digwydd gyda nhw, gan ddefnyddio ystod o ddulliau a chyfryngau priodol, sy'n cynnwys arwain cyfarfodydd tîm effeithiol.

Sicrhau bod eich cyfathrebu eich hun a chyfathrebiadau o fewn y maes gwasanaeth dynodedig yn digwydd yn unol â gwerthoedd a pholisi sefydliadol a safonau proffesiynol.

Trefnu ac arwain cyfarfodydd aml-broffesiynol a/neu aml-asiantaeth gyda chydweithwyr o fewn y maes penodedig.

Cyfathrebu'n effeithiol a chreu rhwydweithiau a chysylltiadau gwaith da ag amrywiaeth eang o bobl, yn cynnwys:

- Uwch-reolwyr
- Uwch-glinigwyr
- Cydweithwyr ar draws y Bwrdd Iechyd ac Awdurdod Lleol
- Cydweithwyr o sefydliadau allanol a rhanddeiliaid eraill

Defnyddio sgiliau rhyngbersonol, trafod a dylanwadu i gyfathrebu'n effeithiol a sicrhau canlyniadau cadarnhaol ar draws ystod o broffesiynau ac asiantaethau sy'n rhyngwynebu â therapi galwedigaethol.

Bod yn eiriolwr ar ran y claf, gan sicrhau bod cleifion a'u teuluoedd yn cael eu hysbysu a'u cefnogi'n llawn.

Cyfryngu er lles gorau'r claf mewn sefyllfaoedd lle ceir perthynas heriol a gwrthdaro buddiannau.

Cyfathrebu gwybodaeth gymhleth gydag empathi mewn sefyllfaoedd a allai beri gofid.

Cynrychioli gwasanaeth therapi galwedigaethol o fewn cyfarfodydd/fforymau yn fewnol ac ar lefel ranbarthol a chenedlaethol, fel y dirprwywyd gan y Pennaeth Gwasanaeth.

Cymryd rôl weithredol mewn gweithgorau a rhwydweithiau proffesiynol ac aml-ddisgyblaeth lleol a chenedlaethol.

Rhoi cyflwyniadau a gwybodaeth i amryw o grwpiau, gan gynnwys staff, cleifion/gofalwyr neu gydweithwyr o sefydliadau partner yn ogystal â rhoi cyflwyniadau mewn digwyddiadau a chynadleddau mewnol ac allanol.

Addasu dull o gyfathrebu ag eraill e.e. yn dibynnu ar y gynulleidfa a'r cyd-destun, gan ddefnyddio amrywiaeth o arddulliau a chyfryngau i oresgyn rhwystrau i gyfathrebu yn effeithiol.

Cyfathrebu gwybodaeth gymhleth yn effeithiol i amryw gynulleidfaoedd, gan gynnwys cyflwyno ffeithiau ac ystadegau cymhleth y mae angen eu dehongli a'u dadansoddi.

Llunio adroddiadau ysgrifenedig, gan gynnwys gwybodaeth briodol, cynlluniau gweithredu a methodoleg ar gyfer asesu effeithiolrwydd clinigol gwasanaethau sy'n adlewyrchu blaenoriaethau strategol lleol a chenedlaethol.

Cyllid ac Adnoddau

Rheoli cyllideb ddirprwyedig ar gyfer maes gwasanaeth penodol, gan sicrhau cydymffurfiaeth â chyfarwyddiadau ariannol sefydliadau. Mae deiliad y swydd yn atebol i'r Pennaeth Gwasanaeth, sy'n dal cyfrifoldeb dros y gyllideb gyffredinol.

Yn unol â phwerau a ddirprwyir, bod yn llofnodwr awdurdodedig o fewn terfyn ariannol cytunedig. Mae hyn yn cynnwys pryniadau Oracle, treuliau, cymeradwyo taflenni amser ar gyfer staff asiantaeth.

Gweithio gyda'r Pennaeth Gwasanaeth i nodi a gweithredu mentrau lleihau costau a sicrhau bod newidiadau y cytunwyd arnynt yn cael eu gweithredu.

Cefnogi trafod, gweithredu a monitro cytundebau/contractau lefel gwasanaeth o fewn ei faes cyfrifoldeb.

Goruchwylio dosbarthu cyfarpar yn effeithiol ac argymhellion ar gyfer addasiadau amgylcheddol. Bydd hyn yn cynnwys darparu cyngor a chymorth proffesiynol i'r Gwasanaethau Cyfarpar Cymunedol Integredig, gan gynnwys awdurdodi prynu cyfarpar arbenigol.

Cynllunio cyflawni gweithredol sy'n cyd-fynd ag egwyddorion gofal doeth a fframweithiau sy'n seiliedig ar werth.

Cyfrifol am nodi, rheoli a monitro'n ofalus adnoddau, cyfarpar a deunyddiau yn ei faes cyfrifoldeb.

Datblygiad Personol, Datblygu Pobl a Rheoli Pobl

Bod yn arweinydd proffesiynol ar gyfer 33 o staff Awdurdod Lleol a'r Bwrdd Iechyd, yn ogystal â darparu goruchwyliaeth broffesiynol ar gyfer 5 rôl Arweinydd Tîm Therapi Galwedigaethol.

Cymryd rhan yn y prosesau PADR yn unol â pholisi'r sefydliad ac mewn partneriaeth ag adolygydd, nodi a mynd i'r afael â'u hanghenion dysgu eu hunain er mwyn cyflawni amcanion.

Cynnal ei bortffolio datblygu personol ei hun i gwrdd â gofynion HCPC.

Arwain a rheoli tîm/timau sy'n cynnwys staff cofrestredig a staff sydd heb eu cofrestru, gan ddefnyddio egwyddorion Arweinyddiaeth Dosturiol a gwerthoedd sefydliadol.

Cyfrifol am sicrhau recriwtio, dethol a sefydlu staff yn effeithlon i dimau, sy'n cyd-fynd â gwerthoedd, polisïau a gweithdrefnau sefydliadol.

Adolygu cymysgedd o sgiliau a darparu cyngor ynghylch cynllunio'r gweithlu yng nghyd-destun ffyrdd newydd o weithio.

Goruchwylio perfformiad staff, gan sicrhau bod systemau yn eu lle i nodi a rheoli perfformiad gwael er mwyn sicrhau bod y gwasanaeth yn gweithredu o fewn polisïau'r sefydliad a'r safonau a'r canllawiau sy'n cefnogi rheoleiddio proffesiynol.

Sicrhau cydymffurfiad â pholisïau sefydliadol a lle bo angen a lle bo'n briodol, cynnal ymchwiliadau disgyblu neu ymchwiliadau i achwyniadau.

Sicrhau bod pob aelod o staff yn y maes cyfrifoldeb yn cydymffurfio â gofynion hyfforddiant gorfodol/statudol.

Cynnal systemau dibynadwy o oruchwylio ac arfarnu gweithredol a phroffesiynol, gan hwyluso mynediad i ystod o gyfleoedd Datblygiad Proffesiynol Parhaus.

Darparu goruchwyliaeth glinigol, broffesiynol a gweithredol fel sy'n briodol i amryw ymarferwyr.

Mentora therapyddion llai profiadol ar gyfer achosion a nodwyd, gan roi ail farn a dangos sgiliau clinigol sy'n seiliedig ar dystiolaeth a'r gallu i ddylanwadu ar newid ymarfer.

Nodi'r anghenion addysg a hyfforddiant o fewn y maes gwasanaeth, gan weithio gyda Dysgu a Datblygu ac eraill i ddatblygu a chyflwyno rhaglenni addysg unigol ac aml-broffesiynol yn ôl y gofyn.

Cyfrifol am sicrhau bod systemau mewn lle i gefnogi arferion effeithiol a rhai sy'n seiliedig ar dystiolaeth ac adolygu cymheiriaid e.e. Grwpiau Ymarfer Clinigol.

Darparu arweinyddiaeth broffesiynol wrth ddatblygu'r gweithlu therapi galwedigaethol o fewn y cyd-destun amlddisgyblaethol a thrawsnewidiad seiliedig ar werth.

Cefnogi datblygu a recriwtio'r gweithlu yn y dyfodol drwy gefnogi lleoliadau ymarfer therapi galwedigaethol israddedig o fewn maes gwasanaeth, yn ogystal â chynlluniau eraill, h.y. profiad gwaith, prentisiaid, digwyddiadau gyrfaoedd.

Dylunio a darparu hyfforddiant arbenigol a chyflwyniadau ar lefel leol, ranbarthol a chenedlaethol.

Rheoli'n effeithiol bryderon a gwrthdaro yn ei faes cyfrifoldeb, gan ddefnyddio polisïau sefydliadol a cheisio cefnogaeth fel bo'n briodol.

Prosesu Gwybodaeth

Dethol, dadansoddi a chyfuno ystod o wybodaeth i lywio ymarfer, arweinyddiaeth, cynllunio, rheoli gwasanaeth, a gwella ansawdd a hynny'n briodol. Mae ffynonellau data'n cynnwys deddfwriaeth berthnasol, tystiolaeth glinigol, polisïau sefydliadol a phroffesiynol, canllawiau, fframweithiau a safonau yn ogystal â data gwasanaeth, profiad defnyddwyr a chanlyniadau.

Adfer data o ystod o systemau electronig, ei gasglu a'i ddadansoddi i lywio cynllunio gwasanaeth lleol, gwella ac archwilio, yn ogystal ag ymateb i geisiadau ar hap am wybodaeth mewn modd amserol.

Llunio adroddiadau gwasanaeth a gwerthusiadau gan ddefnyddio gwybodaeth briodol.

Sicrhau bod systemau ar waith yn ei faes cyfrifoldeb sy'n cefnogi cadw at ofynion rheoli gwybodaeth.

Sicrhau bod systemau ar waith yn ei faes cyfrifoldeb a fydd yn cefnogi casglu a mewnbynnu data am weithgarwch gwasanaethau yn gywir ac yn amserol, yn unol â pholisi a gweithdrefn sefydliadol a rhai'r gwasanaeth.

Nodi a dylanwadu ar yr ystod o ddata sydd ei angen i lywio gwella a chynllunio gwasanaethau lleol.

Cadw'i gofnodion clinigol ei hun, staff a gwasanaeth yn unol â pholisi sefydliadol, rheoli gwybodaeth a chanllawiau proffesiynol, gan ddefnyddio'r systemau a'r gweithdrefnau gofynnol.

Iechyd a Diogelwch

Cyfrifol am asesu, monitro a gwella iechyd a diogelwch o fewn y maes cyfrifoldeb dynodedig yn unol â pholisïau sefydliadol, ac uwchgyfeirio risgiau a phryderon yn briodol.

Sicrhau bod amgylcheddau sy'n cael eu defnyddio gan staff therapi galwedigaethol yn cydymffurfio â'r ddeddfwriaeth, polisi a chanllawiau Iechyd a Diogelwch proffesiynol gofynnol.

Cynnal asesiad risg a chadw cofrestr risgiau ar gyfer y maes cyfrifoldeb, a lywir gan bolisi sefydliadol, ac uwchgyfeirio risgiau'n briodol.

Datblygu a gweithredu cynllun gweithredu i liniaru a rheoli risgiau a gwella ansawdd a diogelwch ar gyfer y maes cyfrifoldeb.

Ansawdd

Cyfrifol am nodi cyfleoedd i wella ansawdd, gan arwain y gwaith o ddatblygu a goruchwylio cynllun gwella ansawdd parhaus yn y maes cyfrifoldeb.

Cydraddoldeb ac Amrywiaeth

Gweithio mewn ffordd gadarnhaol ac adeiladol gyda gwahaniaeth ac amrywiaeth, gan roi gwerthoedd, barn a dealltwriaeth defnyddwyr gwasanaeth unigol a gofalwyr wrth wraidd popeth a wnânt.

Gwerthfawrogi a hyrwyddo cyfle cyfartal ac amrywiaeth yn ei faes cyfrifoldeb ei hun. Mynd ymhellach na chydymffurfio â'r ddeddfwriaeth gydraddoldeb er mwyn symud i sefyllfa lle mae ymrwymiad i'r angen i sicrhau cyfleoedd cyfartal a manteision amrywiaeth.

Ymdrech a'r Amgylchedd

Dangos deheurwydd mawr, cydlyniant, craffter gweledol, a sgiliau canfyddiadol i nodi diffygion gwybyddol, canfyddiadol, niwrolegol a chyhyrysgerbydol cleient drwy arsylwi ar dasgau bob dydd ac i gyflawni ymyriadau therapi galwedigaethol gofynnol.

Bydd yn gweithio'n hyblyg o wahanol safleoedd yn y Sir ac ambell waith ar draws 3 sir lle gall pellter teithio gynnwys gyrru hyd at 4 awr mewn 1 diwrnod o bryd i'w gilydd.

Ymweld â phobl yn y gymuned, gan gynnwys rhoi ail farn ynghylch rheoli achosion cymhleth, neu farn arbenigol.

Dod i gysylltiad â phob tywydd, ac, yn achlysurol, ag amodau amgylcheddol annymunol yn ystod ymweliadau cartref, er enghraifft baw, llwch, chwain, carthion a bwyd pydredig.

Gweithio fel ymarferydd annibynnol, gan dderbyn rheolaeth linell strwythuredig a goruchwyliaeth broffesiynol yn fisol.

Efallai na fydd cyngor ar gael ar unwaith i ddatrys problemau ac mae angen asesiadau risg cymhleth a phenderfyniadau annibynnol.

Cario cliniadur, papurau, cyfarpar ac ati yn rheolaidd.

Defnyddio cyfarpar ac adnoddau triniaeth y mae angen deheurwydd a chydlyniant ar eu cyfer.

Gweithio yng nghartrefi pobl a defnyddio cyfarpar, yn cynnwys plygu ac ymestyn mewn mannau cyfyngedig, h.y. ystafelloedd ymolchi.

Treulio cyfnodau sylweddol yn defnyddio bysellfwrdd/gliniadur yn ddyddiol.

Ysgrifennu adroddiadau gwasanaeth manwl a hir yn rheolaidd, sy'n gofyn am graffu ar dystiolaeth, gweithgarwch a strategaeth glinigol.

Angen rheoli blaenoriaethau sy'n mynd yn groes i'w gilydd yn aml a bodloni amserlenni heriol i gyflawni gwaith.

Ymchwilio a delio â pherfformiad gwael.

Ymchwilio i gwynion ynglŷn â gwasanaeth neu arfer unigolyn, sy'n aml yn heriol ac yn arwain at gryn drallod.

Delio â gwrthdaro yn y tîm fel mae'n codi.

Gweithredu polisïau disgyblu, galluogrwydd ac achwyniad yn achlysurol

Rheoli salwch staff a cheisiadau arbennig am wyliau, gan ddelio'n achlysurol â staff sydd mewn trallod.

Cyfleu gwybodaeth ynghylch perfformiad, safonau a llywodraethu a allai fod yn heriol ac a allai achosi gofid.

Ymdrin yn rheolaidd â chleifion a gofalwyr mewn sefyllfaoedd anodd, sy'n wynebu trallod ac, yn achlysurol, ymdrin ag unigolion sy'n ymddwyn mewn modd heriol. Gall hyn gynnwys cyfleu gwybodaeth a allai beri gofid o ran diagnosis ac effaith ar fywyd person.

Cymryd rhan mewn symud a thrin cleifion, h.y. defnyddio peiriant codi neu wthio cadair olwyn. Gall hyn gynnwys defnyddio technegau ansafonol i gefnogi adsefydlu

Angen delio ar unwaith â phryderon gweithredol gan ystod o wasanaethau ac â tharfu aml

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Gradd/Diploma mewn Therapi Galwedigaethol.

Wedi cofrestru gyda HCPC.

Addysg lefel Meistr neu dystiolaeth o brofiad cyfatebol neu gymhwyster sy'n berthnasol i rôl.

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Rhaid bod â'r gallu a'r awydd i gyflawni targedau ac amcanion mewn amgylchiadau heriol.

Rhaid gallu asesu a chydbwyso risg, datrys problemau a gwneud penderfyniadau rhesymegol.

Rhaid gallu blaenoriaethu a rheoli gofynion gwaith sy'n cystadlu â'i gilydd.

Rhaid bod â'r gallu i ddethol, dadansoddi, defnyddio a chyfathrebu gwybodaeth i ystod eang o gynulleidfaoedd.

Rhaid gallu cyfathrebu'n glir ar lafar ac yn ysgrifenedig, ac er mwyn gallu dylanwadu'n gadarnhaol, negodi, a chyfleu cyfarwyddiadau ac adborth yn glir.

Rhaid gallu dehongli canllawiau a deddfwriaeth mewn perthynas â'r rôl.

Rhaid meddu ar sgiliau bysellfwrdd safonol.

Rhaid gallu gwerthuso arferion a gwasanaethau, nodi gwelliannau o ran ansawdd, a gallu arwain a rheoli newid y cytunwyd arno.

Rhaid gallu adnabod a dadansoddi sylfaen dystiolaeth er mwyn llywio ymarfer a gwella gwasanaethau.

Rhaid gallu teithio rhwng safleoedd a chynnal ymweliadau cartref yn y Sir yn amserol.

Gwybodaeth

Gwybodaeth drylwyr iawn mewn Therapi Galwedigaethol gyda thystiolaeth o ddysgu diweddar a pherthnasol yn gymesur â'r rôl a gofynion cofrestru HCPC.

Gwybodaeth a dealltwriaeth o ddeddfwriaeth Iechyd a Diogelwch

Gwybodaeth a dealltwriaeth o fframwaith llywodraethu clinigol

Gwybodaeth am y strategaeth, gofynion a blaenoriaethau proffesiynol presennol.

Gwybodaeth am y ddeddfwriaeth berthnasol a'r strategaeth genedlaethol a lleol, y polisi a'r modd caiff ei gymhwyso i Therapi Galwedigaethol

Gwybodaeth eang am wasanaethau a strwythurau sy'n cysylltu'r gofal sylfaenol/cymunedol/eilaidd, yn ogystal ag iechyd/gofal cymdeithasol/tai/y trydydd sector i gefnogi gofal integredig.

Profiad

Profiad mewn arweinyddiaeth glinigol o fewn y proffesiwn.

Profiad o reoli pobl, gan gynnwys recriwtio, goruchwylio, arfarnu, rheoli perfformiad a datblygu staff.

Profiad o weithio fel therapydd galwedigaethol mewn ystod o leoliadau ac ar lefel uwch.

Profiad o waith amlasiantaeth a gwaith aml-broffesiynol.

Profiad o fod yn rhan o fforymau proffesiynol lleol/cenedlaethol

Profiad o gynnwys defnyddwyr gwasanaeth wrth wella gwasanaethau.

Profiad o lunio a gweithredu canllawiau a safonau.

Profiad o asesu a rheoli risg.

Rhinweddau Personol

Y gallu i arddel y gwerthoedd ac ymddygiadau personol canlynol yn ddyddiol -

- Urddas, Parch a Thegwch
- Uniondeb, Bod yn Agored, a Gonestrwydd
- Gofalgar, Caredig a Thosturiol

Y gallu i ddangos ymrwymiad i'n gwerthoedd sefydliadol -

- Cydweithio i sicrhau ein bod yn cyrraedd y safonau gorau posib
- Ymdrechu i ddatblygu a chyflawni gwasanaethau rhagorol
  - Rhoi pobl wrth wraidd popeth a wnawn

Hawdd mynd atoch a gallu gweithio ar y cyd.

Y gallu i arwain, ysgogi a gweithio'n effeithiol mewn tîm.

Hyder a hygrededd proffesiynol

Croesawu newid a datblygiadau newydd.

Dangos brwdfrydedd ynghylch y swydd ac ymrwymo iddi.

Meddu ar wytnwch ac ymagwedd hyblyg at ymateb i ofynion heriol ac annisgwyl.

Meini prawf dymunol

Hyfforddiant a/neu gymhwyster rheoli/arwain cydnabyddedig

Cymryd rhan weithredol mewn rhwydwaith clinigol/grŵp o ddiddordeb arbenigol

Cymhwyster/hyfforddiant i gefnogi Addysg Ymarfer/ Asesydd Gweithle/ Goruchwyliaeth/ Hyfforddi

Profiad o waith asiantaeth ar y cyd (integredig).

Profiad o fonitro contractau.

Profiad o reoli pryderon proffesiynol ac ymchwilio iddynt.

Profiad o ymchwilio i gŵynion ac ymateb iddynt.

Profiad o gyflwyno mewn cynadleddau a/neu ddigwyddiadau cyhoeddus.

Profiad o gyflwyno posteri cynhadledd neu erthyglau i'w cyhoeddi.

Siaradwr Cymraeg - (Lefel 1)

Gellir gweld manylion llawn ynglŷn â'r disgwyliadau sy'n gysylltiedig â lefel 1 ar waelod y dudalen hon

Cymraeg Lefel 1

(Noder bod lefel 1 mewn Cymraeg llafar yn ddymunol ond nid yn hanfodol ar gyfer y swydd benodol hon)

Gwrando/Siarad: Ynganu geiriau Cymraeg, enwau lleoedd, enwau adrannau ac ati. Cyfarch a deall cyfarchiad. Defnyddio geiriau ac ymadroddion bob dydd, e.e. diolch, os gwelwch yn dda, esgusodwch fi, ac ati. Deall / trosglwyddo ceisiadau llafar syml o fath arferol / cyfarwydd / disgwyliedig gan ddefnyddio iaith syml e.e. 'Ga' i siarad â…'. Nodi ceisiadau syml ac yn dilyn hynny gofyn cwestiynau / gwneud ceisiadau ychwanegol, hyd at ryw bwynt.

Darllen/Deall: Deall geiriau a brawddegau syml pwysig ynghylch materion cyfarwydd / disgwyliedig sy'n ymwneud â'ch maes gwaith eich hun, e.e. ar arwyddion, mewn llythyrau.

Ysgrifennu: Llenwi ffurflenni syml, nodi gwybodaeth syml, e.e. dyddiad a lleoliad y cyfarfod, cyfeiriad Cymraeg, ac ati.

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu oedolion**
Y RHESWM
Gweithio gydag oedolion agored I niwed

UNRHYW WYBODAETH ARALL

Main Purpose of Job

Reporting jointly to the Head of Occupational Therapy and Service Delivery Manager, this experienced occupational therapist and established clinical leader is responsible for the professional leadership and operational management of a defined section of the occupational therapy service. For this post the defined section is;

- Community Occupational Therapy, as part of Integrated Health & Social Care Teams in Carmarthenshire
- Occupational therapists working within other Carmarthenshire County Council teams – e.g. Housing, Blue Badges.

Responsible for the delivery of a high quality, safe and effective service, in area of responsibility, that is evidence based and meets the professional standards required by Health and Care Professions Council (HCPC) and Royal College of Occupational Therapists (RCOT).

Working as part of the occupational therapy and county senior leadership teams, this post supports the Head of Occupational Therapy and Service Delivery Manager to develop and deliver service plans, which are aligned to organisational strategic objectives and professional priorities. This includes taking responsibility for agreed projects including the operational re-design and improvement of occupational therapy services within area of responsibility, working closely and collaboratively with colleagues, other professions and across organisations.

The post holder maintains clinical expertise in occupational therapy, including undertaking research activities and providing direct clinical supervision, mentoring, complex case management oversight and education. The post holder is an autonomous clinical practitioner, able to assess, treat/manage, evaluate, refer and discharge. Analysing complex facts and situations and comparing a range of options in order to meet individual needs. They can manage complexity in clinical practice, using critical thinking and analytical skills to underpin sound judgement, and ethical decision making. The role includes assessing and managing clinical risk and proactively challenging others about risk.

As an occupational therapist, this role focusses on services and initiatives related to rehabilitation & recovery, restoring occupational performance, occupational balance and social inclusion. The post holder advises on, supports and can lead initiatives involving Health, Social Care, Housing and Education that aim to support people to maintain health & well-being, independence and personal autonomy.

Key Responsibilities

Service Management

Provides specialist Occupational Therapy clinical leadership into planning, development, and evaluation of services, holding responsibility for the management and delivery of defined areas/projects.

Develops plans for own service area, that align to the Occupational Therapy & County plans. This will involve identifying service gaps, where evidence-based role of occupational therapy may currently be absent as well as understanding and assimilating the organisational strategic objectives and plans and priorities of other service areas, professions and organisations, which interface with Occupational Therapy.

Manages a defined team/service area. This includes managing human and other resources, assessing and managing risk, performance and ensuring compliance with professional standards.

Leads a service area, motivating and inspiring staff to be engaged, act effectively, behave compassionately and ensure the required quality of service is delivered.

Ensures occupational therapy service is provided effectively, efficiently and safely within resources available. This includes establishing and applying clinical prioritisation and effectively allocating & deploying staff resources within area of responsibility, based on analysis of risks, escalating concerns appropriately.

Investigates and responds to incidents and complaints within area of responsibility. This will include responsibility for evaluating practice and service quality related to specific case management, drafting responses and developing and implementing improvement plans.

Ensures learning from incidents and complaints within area of responsibility is captured and shared appropriately to inform quality improvements.

Leads the development and implementation of standards, policies, guidelines, pathways and processes in area of responsibility and across service as agreed/delegated, to support person centred and coordinated care; quality and safety, and an improved user experience. This includes assimilation of local, regional and national policy and guidance alongside professional standards, legislation, research and service user experiences and outcomes.

Responsible for interpreting policies and professional guidance in relation to defined clinical/service area, with freedom to take action, based on own interpretation of organisational/professional policies, seeking advice as necessary.

Oversees effective clinical record keeping systems and practices within area of responsibility, ensuring compliance with HCPC, RCOT standards and organisational policy.

Promotes and influences others to incorporate person centred/values-based care into practice, including;

- Negotiating care with service user/carers as equal partners
- Actively involving service users in providing feedback of their experience.

Manages and reports on performance within area of responsibility to ensure delivery against organisational and Welsh Government objectives and targets.

Identifies concerns regarding operational or professional governance arrangements that may compromise patient safety, resolving within area of responsibility and/or escalating appropriately.

The post holder may be required to participate in a flexible approach to a 7-day working model because of service need and service redesign. This may include working unsociable hours and weekends.

Service Improvement

Adopts a system wide perspective to service improvement that focuses upon the optimum citizen journey. This will include the development of reciprocal clinical roles across agencies, role redesign and integrated joint agency pathway development.

Responsible for undertaking regular clinical research/audit that informs practice and service improvement within occupational therapy.

Researches clinical evidence base, critically analysing evidence to inform development of own practice, as well as informing the development of clinical/practice standards and quality improvement for the service.

Selects and utilises improvement methodologies appropriately to effectively deliver and evaluate service improvements.

Supports the development of local uni-disciplinary, multidisciplinary and/or joint agency practice guidance, standards, pathways and/or policies based on best practice. Leads on the development and implementation within defined area, as agreed.

Establishes and maintains robust partnership working with service users, utilising user views and experience to improve the local service.

Reviews and revises clinical roles and practice to reflect collaborative / partnership working and respective responsibilities.

Undertakes regular record keeping audits and implements systems to audit and continuously improve record keeping and information governance.

Improves service efficiency and effectiveness through streamlined pathways, processes and reduced duplication of effort.

Develops effective collaborative networks and partnership working with a wide range of statutory and non-statutory partners to deliver on service objectives and plans.

Works collaboratively with other professions to develop and deliver person centred, accessible, prudent and safe services.

Effectively utilises new technologies to improve citizen independence and service accessibility and efficiency.

Communication

Establishes and maintains effective communication framework within area of responsibility to ensure staff are well informed and engaged, utilising a range of appropriate methods and media, which includes leading effective team meetings.

Ensures own communication and communications within designated service area are maintained in compliance with organisational values and policy and professional standards.

Initiates and leads multi-professional and/or multi-agency meetings with colleagues within the specified area.

Communicates effectively and establishes good working relationships and networks with a wide range of people including:

- Senior Managers
- Senior Clinicians
- Colleagues across the Health Board and Local Authority
- Colleagues from external organisations and other stakeholders

Uses interpersonal, negotiation and influencing skills to communicate effectively and achieve positive outcomes across a range of professions and agencies that interface with occupational therapy.

Acts as the patient's advocate, ensuring that patients and their families are fully informed and supported.

Mediates in the best interests of the patient in situations where there are challenging relationships and conflicts of interest.

Communicates complex information in potentially distressing situations with empathy.

Represents occupational therapy service within meetings/forums both internally and at regional and national level, as delegated by Head of Service.

Takes an active role in local and national professional and multi-disciplinary working groups and networks.

Delivers presentations and information to a range of groups, including staff, patients/carers or colleagues from partner organisations as well as delivering presentations at internal and external events and conferences.

Adapts approach to communicating with others e.g. audience & context dependent, utilising a range of styles and media to effectively overcomes barriers to communication.

Communicates complex information effectively to variety of audiences, including presenting complex facts and statistics requiring interpretation and analysis.

Formulates written reports, including appropriate information, action plans and methodology for assessing the clinical effectiveness of services reflecting local and national strategic priorities.

Finance & Resources

Manages a delegated budget for designated service area, ensuring compliance with organisations financial instructions. The post holder is accountable to the Head of Service, who retains accountability for overall budget.

As delegated, acts as an authorised signatory within an agreed financial limit. This includes Oracle requisitions, expenses, approving timesheets for agency staff.

Working with Head of Service identifies and operationalises cost reduction initiatives and ensures agreed changes are implemented.

Supports negotiation of, implementation, and monitoring of service level agreements/contracts within area of responsibility.

Oversees the effective prescription of equipment and recommendations for environmental adaptations. This will include providing professional advice and support to the Integrated Community Equipment Services, including authorisation of specialist equipment purchase.

Plans operational delivery that aligns to prudent care principles and value-based frameworks.

Responsible for the prudent identification, management and monitoring of resources, equipment and materials within their area of responsibility.

Personal & People Development & People Management

Acts as the professional and operational lead occupational therapy staff employed by Carmarthenshire county council and hywel dda health board within the defined locality.

Participates in the PADR processes in accordance with both organisations policies and in partnership with reviewer, proactively identifies and addresses own learning needs in order to achieve objectives.

Maintains own personal development portfolio to meet HCPC requirements.

Leads and manages a team/teams which includes registered and non-registered staff, utilising principles of Compassionate Leadership and organisational values.

Responsible for ensuring efficient recruitment, selection and induction of staff into teams, which is in line with organisational values, policies and procedures.

Reviews skill mix and provides advice regarding workforce planning in the context of new ways of working.

Oversees the performance of staff, ensuring systems are in place to identify and manage poor performance to ensure that the service operates within organisational policies and the standards and guidance that support professional regulation.

Ensures adherence to organisational policies and where necessary and appropriate, undertakes grievance or disciplinary investigations.

Ensures all staff within area of responsibility maintain compliance with mandatory/ statutory training requirements.

Maintains reliable systems of operational and professional supervision and appraisal, facilitating access to a range of CPD opportunities.

Provides clinical, professional and operational supervision as appropriate to a range of practitioners.

Mentors less experienced therapists for identified cases, providing second opinion and demonstrating evidence based clinical skills and the ability to influence practice change.

Identifies the education and training needs within service area, working with Learning & Development and others to develop and deliver unit and multi professional education programmes as required.

Responsible for ensuring systems are in place to support evidence based and effective practice and peer review e.g. Clinical Practice Groups.

Provides professional leadership in the development of the occupational therapy workforce within the multi-disciplinary context and value-based transformation.

Supports future workforce development and recruitment through supporting undergraduate occupational therapy practice placements within service area, as well as other schemes, i.e. work experience, apprentices, careers events.

Designs and delivers specialist training and presentations at local, regional and national level.

Effectively manages concerns and conflict within area of responsibility, utilising organisational policies and seeking support as appropriate.

Information Processing

Selects, analyses and synthesises a range of information to appropriately inform practice, leadership, planning, service management and quality improvement. Data sources include relevant legislation, clinical evidence, organisational and professional policies, guidance, frameworks and standards as well as service data, user experience and outcomes

Retrieves data from a range of electronic systems, collates and analyses to inform local service planning, improvement and audit, as well as to respond to ad hoc information requests in a timely manner.

Compiles service reports and evaluations utilising appropriate information.

Ensures systems are in place in area of responsibility that support adherence to information governance requirements.

Ensures systems are in place in area of responsibility that support the timely collection and input of accurate service activity data, in line with service and organisational policy and procedure.

Identifies and influences the range of data required to inform local service planning and improvement.

Maintains own clinical, staff and service records in line with organisational policy, information governance and professional guidelines, utilising the required systems and procedures.

Heath, Safety & Security

Responsible for assessing, monitoring and improving health, safety and security within designated area of responsibility in line with organisational policies, escalating risks and concerns appropriately.

Ensures that environments that are utilised by occupational therapy staff comply with minimum professional and Health & Safety legislation, policy and guidelines.

Undertakes risk assessment and maintains register of risks for area of responsibility, guided by organisational policy, escalating risks appropriately.

Develops and implements action plan to mitigate and manage risks and improve quality and safety for area of responsibility.

Quality

Responsible for identifying opportunities for quality improvement, leading the development of and overseeing delivery of a continuous quality improvement plan in area of responsibility.

Equality & Diversity

Works in a positive and constructive way with difference and diversity, putting the values, views and understanding of individual service users and carers at the centre of everything they do.

Actively values and promotes equality of opportunity and diversity in own area of responsibility. Goes beyond compliance with equality legislation to move towards a situation of an active commitment to the need to ensure equality of opportunity and the benefits of diversity.

Effort & Environmental

Demonstrates highly developed dexterity, coordination, visual acuity and perceptual skills to identify a client's cognitive, perceptual, neurological and musculoskeletal deficits through observation of everyday tasks and to carry out required occupational therapy interventions.

Works flexibly from variety of sites in County and occasionally across 3 counties where travel distance may occasionally involve driving up to 4 hrs in 1 day.

Visits people in community, including providing second opinion for complex case management, or expert opinion.

Works as autonomous practitioner, receiving structured line management and professional supervision monthly.

Immediate advice to resolve issues may not be available and complex risk assessment and autonomous decision making required.

Spends significant periods of time utilising computer keyboard/laptop on daily basis.

Regularly writes detailed and lengthy service reports that require scrutiny of evidence, activity and clinical strategy.

Regularly required to manage conflicting priorities and meet challenging timescales to deliver work.

Investigates and deals with poor performance.

Investigates complaints regarding service or individual's practice, which is often challenging and results in significant distress.

Deals with team conflict as it arises.

Enacts disciplinary, capability and grievance policies occasionally

Manages staff sickness and special leave requests, dealing occasionally with staff experiencing distress.

Relays information regarding performance, standards and governance that may be challenging and cause distress.

Occasionally deals with patients and carers in difficult situations, experiencing significant distress and occasionally with those who have challenging behaviour. This can include communicating distressing information regarding diagnoses and impact on a person's life.

Involved in moving and handling of patients, i.e. hoisting or pushing wheelchair. This can involve using non-standard techniques to support rehabilitation

Needs to deal with immediate operational concerns from a range of services and frequent interruptions

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Degree/Diploma in Occupational Therapy.

HCPC registration.

Masters level education or evidence of equivalent experience or qualification relevant to role.

Job Related Skills and Competencies

Must possess the ability and drive to achieve targets and objectives within challenging circumstances.

Must be able to assess and balance risk, problem solve and make reasoned, rational decisions.

Must be able to prioritise and manage competing work demands

Must have the ability to select, analyse, apply and communicate information to a wide range of audiences.

Must be able to communicate verbally and in writing clearly, and in order to positively influence, negotiate and clearly convey instructions and feedback.

Must be able to interpret guidance and legislation in relation to the role.

Must possess standard keyboard skills.

Must be able to evaluate practice and services, identify quality improvements and be able to lead and manage agreed change.

Must be able to identify and analyse evidence base to inform practice and service improvements.

Must be able to travel between sites and undertake home visits in the County in a timely manner.

Knowledge

Advanced knowledge in Occupational Therapy with evidence of recent and relevant learning commensurate with the role and HCPC registration requirements.

Knowledge and understanding of Health and Safety legislation

Knowledge and understanding of clinical governance framework

Knowledge of current professional priorities, requirements and strategy.

Knowledge of relevant legislation & national and local strategy, policy and its application to Occupational Therapy

Broad knowledge of services and structures that link across the primary/community/secondary care as well as health/social care/housing/third sector to support integrated care.

Experience

Experienced in clinical leadership within the profession.

Experience of managing people, including recruitment, supervision, appraisal, performance management and staff development

Experience of working as an occupational therapist in a variety of settings and at a senior level.

Experience of multi-professional and multi-agency collaborative working.

Experience of participation in local/national professional forums

Experience of involving service users in service improvement.

Experience of developing and implementing guidelines and standards.

Experience of assessing and managing risk.

Personal qualities

Ability to embrace the following personal values and behaviours on a daily basis -

- Dignity, Respect and Fairness
- Integrity, Openness and Honesty
- Caring, Kindness and Compassion

Ability to demonstrate a commitment to our organisational values -

- Working together to be the best we can be
- Striving to develop and deliver excellent services
- Putting people at the heart of everything we do

Approachable and able to work collaboratively.

Ability to lead, motivate and work effectively in a team.

Professional confidence and credibility

Embraces change and new developments.

Demonstrates enthusiasm for, and commitment to role.

Possesses resilience and a flexible approach to respond to challenging and unpredictable demands.

Desirable Criteria

Recognised management / leadership training and/or qualification

Active participation of specialist interest group/clinical network

Qualification/training to support Practice Education/ Workplace Assessor/ Supervision/ Coaching

Experience of joint agency (integrated) working.

Experience of contract monitoring.

Experience of investigating and managing professional concerns.

Experience of investigating and responding to complaints.

Experience of presenting at conferences and/or public facing events.

Experience of submitting conference posters or articles for publication.

Welsh Speaker - (Level 1)

Full details around the expectations associated with level 1 may be found at the bottom of this page

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to…'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
English	**Spoken Level 5**	**Written level 5**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: **Section A – type of disclosure Enhanced Disclosure with Barred list check** **Section B – workforce type Adult Workforce**

JUSTIFICATION
Working with vulnerable adults

ANY OTHER INFORMATION