

## Kent County Council

**Job Description:** *Board Certified Behaviour Analyst or UK Certified Behaviour Analyst*

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**Directorate:** Strategic and Corporate Services  
**Unit/Section:** Strategic Commissioning  
**Grade:** KR10 if not yet certified as BCBA or UKBA (cert)  
**Responsible to:** Designated Key Worker Operational Manager / BCBA Lead

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

Responsible for managing a complex caseload and supporting neurodiverse young adults, directing assessments, interventions, and robust supervision, that lead to positive changes for the person, their network and wider system.

The role requires a high level of leadership as there is expectation that the role will hold supervisory responsibility for Behaviour Technicians who will support in the implementation of the interventions directed by the Behaviour Analyst. If not yet certified as BCBA / UKBA (Cert), robust supervision will be required to ensure meeting the highest standards expected for the role.

The role requires excellent and diverse communication skills: to work sensitively with neurodiverse young adults with or without a mental health need and their families. While also being a voice for collaboration with the wider care provision to ensure a stable and personalised approach to care delivery.

The candidate will maintain the highest standards of record keeping including electronic data entry and recording in accordance with professional codes of practice and GDPR principles.

The role is required to work within the Behaviour Analyst Certification Board and UK Society of Behaviour Analysis professional disciplinary and ethical standards.

### **Main duties and responsibilities:**

- Use of behaviour analytic skills to develop rapport with client.
- Undertake complex functional behaviour assessments and/or functional analysis to develop formulations and hypotheses of the functions of the behaviours of concern.
- Apply behaviour analytic principles to real-life situations to develop effective, function-based interventions and positive behaviour support plans. Complete a comprehensive functional behaviour analytic report including recommendations, and present your findings to the individual, their families/carers and professional network. Ensure there is robust data to validate the intervention strategies.
- Up-to-date knowledge of own availability and case allocation.
- Allocation of staff to client programs, including matching the individual and staff characteristics and resource availability.
- Ensure all staff have regular, robust supervision that meets the minimum required supervision standards for Registered Behaviour Technicians.

- Support supervisees and the individuals' network to overcome barriers to understanding their behaviour. Up-to-date knowledge of supervisee's availability and case allocation, including strengths and areas for development.
- Upskill the wider workforce in Behaviour Analytic strategies and support the development of a Positive Behavioural Support approach culture.
- Collaboratively engage the individual and the wider network in the process of the young adult's support.
- Complete and present progress to the network through partnership agreed meetings and collaborative working within the wider Dynamic Support Service.
- Deliver both formal and informal training to network to activate a commitment to supporting the person.
- Ensure effective use of resources in line with agreed Service requirements and advise the Programme Lead / Operational Manager of any concerns where management action may be required.
- Manage supervision, motivation, recruitment, training, and development of staff to provide an effective staff group capable of meeting the changing needs of clients.
- Work with the Programme Lead / Operational Manager and HR to address performance or attendance concerns if required.
- Implement quality control mechanisms in order to monitor standards and practice, ensure client feedback, and that service delivery is effective and consistent with the business plan.
- Undertake ongoing risk assessment and risk management.
- Ensure all process and procedures in relation to safeguarding, health and safety, and risk management are comprehensively followed as per Kent County Council policies and procedures.
- Develop effective partnership working to support the identified needs of young adults and their families.
- Promote a customer friendly atmosphere in the service and strengthen and develop links with colleagues and community-based agencies to maximise co-operation to the benefit of the service users.
- With guidance from the Programme Lead and / or Operational Manager, undertake informal/formal investigations of complaints in accordance with agreed procedures to ensure accurate recording of concerns, and action is taken to resolve issues or misunderstandings.
- Identify and action any safeguarding and welfare issues in line with Kent and Medway safeguarding policy and procedures to ensure that the young adult's rights and freedoms are protected, and that quality and standards of services provided are maintained.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short listed.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• BCBA and / or UKBA(Cert) (or close to completion)</li> <li>• MSc in ABA or PBS</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience leading a caseload of people with complex neurodiverse presentations who may have co-morbid diagnoses (e.g. generalised anxiety, OCD, Bipolar Disorder) and experienced adverse childhood experiences or trauma</li> <li>• Experience leading and managing teams to carry out behavioural programmes across various settings (e.g., family homes, residential homes, hospital and community settings)</li> <li>• Staff supervision and management experience</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Flexible in approach, solution-focused, and have the ability to maintain resilience under pressure</li> <li>• Strong capacity for understanding and navigating complex situations, have a high degree of empathy and an ability to communicate calmly and effectively in situations which may be physically and emotionally challenging</li> <li>• Good negotiating and inter-personal skills</li> <li>• Excellent Communication and IT skills, including MS Office Suite e.g. MS Outlook, MS Word, MS Excel</li> <li>• Leadership and team building skills</li> <li>• Organisation and administrative skills</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li> <li>• Ability to operate a 'Customer Care' culture</li> <li>• Report writing to a professional standard</li> </ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of legislation, national and local policies, and issues in relation to a neurodiverse client group, ABA and Positive Behaviour Support, and the most up-to-date ethical practices</li> <li>• Knowledge of Health and Safety legislation and its application in the workplace</li> <li>• Knowledge of all relevant legislation e.g. Children Act 1989;2004, Working Together 2015; Children &amp; Families Act 2014; Mental Capacity Act 2005</li> <li>• Awareness Procedures/ Policy in relation to Human Resources, Health and Safety and Finance</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

## Kent County Council

**Job Description:** *Board Certified Behaviour Analyst or UK Certified Behaviour Analyst*

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**Directorate:** Strategic and Corporate Services  
**Unit/Section:** Strategic Commissioning  
**Grade:** KR11  
**Responsible to:** Designated Key Worker Operational Manager / BCBA Lead

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

Responsible for managing a complex caseload and supporting neurodiverse young adults, directing assessments, interventions, and robust supervision, that lead to positive changes for the person, their network and wider system.

The role requires a high level of leadership as there is expectation that the role will hold supervisory responsibility for Behaviour Technicians who will support in the implementation of the interventions directed by the Behaviour Analyst. If not yet certified as BCBA / UKBA (Cert), robust supervision will be required to ensure they are meeting the highest standards expected for the role.

The role requires you to work sensitively with neurodiverse young adults with or without a mental health need and their families. While also being a voice for collaboration with the wider care provision to ensure a stable and personalised approach to care delivery.

You will maintain the highest standards of record keeping including electronic data entry and recording in accordance with professional codes of practice and GDPR principles.

You will work within the Behaviour Analyst Certification Board and UK Society of Behaviour Analysis professional disciplinary and ethical standards.

### **Main duties and responsibilities:**

- Use of behaviour analytic skills to develop rapport with clients.
- Undertake complex functional behaviour assessments and/or functional analysis to develop formulations and hypotheses of the functions of the behaviours of concern.
- Apply behaviour analytic principles to real-life situations to develop effective, function-based interventions and positive behaviour support plans. Complete a comprehensive functional behaviour analytic report including recommendations, and present your findings to the individual, their families/carers and professional network. Ensure there is robust data to validate the intervention strategies.
- Up-to-date knowledge of own availability and case allocation.
- Allocation of staff to client programs, including matching the individual and staff characteristics and resource availability.

- Ensure all staff have regular, robust supervision that meets the required supervision standards for Registered Behaviour Technicians.
- Support supervisees and the individuals' network to overcome barriers to understanding their behaviour. Up-to-date knowledge of supervisee's availability and case allocation, including strengths and areas for development.
- Upskill the wider workforce in Behaviour Analytic strategies and support the development of a Positive Behavioural Support approach culture.
- Collaboratively engage the individual and the wider network in the process of the young adult's support.
- Complete and present progress to the network through partnership agreed meetings and collaborative working within the wider Dynamic Support Service.
- Deliver both formal and informal training to network to activate a commitment to supporting the person.
- Ensure effective use of resources in line with agreed Service requirements and advise the Programme Lead / Operational Manager of any concerns where management action may be required.
- Manage supervision, motivation, recruitment, training, and development of staff to provide an effective staff group capable of meeting the changing needs of clients.
- Work with the Programme Lead / Operational Manager and HR to address performance or attendance concerns if required.
- Implement quality control mechanisms in order to monitor standards and practice, ensure client feedback, and that service delivery is effective and consistent with the business plan.
- Undertake ongoing risk assessment and risk management.
- Ensure all process and procedures in relation to safeguarding, health and safety, and risk management are comprehensively followed as per Kent County Council policies and procedures.
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- Promote a customer friendly atmosphere in the service and strengthen and develop links with colleagues and community-based agencies to maximise co-operation to the benefit of the service users.
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	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• BCBA and / or UKBA(Cert) (or close to completion)</li> <li>• MSc in ABA or PBS</li> <li>• Qualified supervisor, according to BCBA and UKSBA Standards, if already certified</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience leading a caseload of people with complex neurodiverse presentations who may have co-morbid diagnoses (e.g. generalised anxiety, OCD, Bipolar Disorder) and experienced adverse childhood experiences or trauma</li> <li>• Experience leading and managing teams to carry out behavioural programmes across various settings (e.g. family homes, residential homes, hospital and community settings)</li> <li>• Staff supervision and management experience</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Flexible in approach, solution-focused, and have the ability to maintain resilience under pressure</li> <li>• Strong capacity for understanding and navigating complex situations, have a high degree of empathy and an ability to communicate calmly and effectively in situations which may be physically and emotionally challenging</li> <li>• Excellent and diverse communication skills</li> <li>• Negotiating and inter-personal skills</li> <li>• IT skills, including MS Office Suite e.g. MS Outlook, MS Word, MS Excel</li> <li>• Leadership and team building skills</li> <li>• Organisation and administrative skills</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li> <li>• Ability to operate a 'Customer Care' culture</li> <li>• Report writing to a professional standard</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of legislation, national and local policies, and issues in relation to a neurodiverse client group, ABA and Positive Behaviour Support, and the most up-to-date ethical practices</li> <li>• Knowledge of Health and Safety legislation and its application in the workplace</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of all relevant legislation e.g., Children Act 1989;2004, Working Together 2015; Children &amp; Families Act 2014; Mental Capacity Act 2005</li> <li>• Awareness Procedures/ Policy in relation to Human Resources, Health and Safety and Finance</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</li> </ul>
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