

## **Kent County Council**

### **Job Description: Practice Development Officer (OT)**

<b>Directorate:</b>	<b>Adult Social Care &amp; Health</b>
<b>Unit/Section:</b>	<b>Quality Assurance and Performance</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	Principal Occupational Therapist

#### **Purpose of the job:**

- To work with the Principal Occupational Therapist and Occupational Therapy Managers across Adult Social Care and Health to identify good practice and those where further improvements are required and support the implementation of effective Occupational Therapy practice.
- To work with the Principal Occupational Therapist and Occupational Therapy Managers to promote Occupational Therapy practice in Social Care ensuring the required professional practice standards are delivered, as set out by the Health Care Professions Council and Royal College of Occupational Therapy Professional Standards and Ethics.
- To promote a learning culture that further develops the knowledge base of Social Care practitioners and raises awareness of legislative changes, and to embed KCC's practice and Quality Assurance Framework into front line practice.

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

- 1) To work with the Principal Occupational Therapist and Occupational Therapy Managers to model and promote high quality practice, embracing new ways of working and the principles of the KCC Making A Difference Everyday strategy.
- 2) To work with Occupational Therapy Senior Practitioners and Managers to support the implementation of KCC's practice and quality assurance framework.
- 3) Identify opportunities to plan and deliver training presentations and workshops to Occupational Therapy practitioners to support and develop best practice. Formulate key concepts sessions for Occupational Therapy staff.
- 4) To work with Learning and Development to develop the training offer for Occupational Therapy staff in KCC to meet the service need in liaison with Occupational Therapy Managers.
- 5) To develop and co-ordinate a Preceptorship programme for newly qualified Occupational Therapists.

- 6) To maintain an awareness of national developments in legislation, policy and practice as well as emerging research findings; keeping operational management and services appropriately informed to ensure practice is up to date.
- 7) To work with the Principal Occupational Therapist to coordinate the mentorship of the Occupational Therapy apprenticeships in conjunction with the Kent wide Occupational Therapy Consortium and local University Programme leads.
- 8) To co-ordinate Occupational Therapy Student placements within KCC, liaising with the Universities and Practice Educators to ensure effective learning opportunities for students and effective communications.
- 9) To work with Occupational Therapy Service and Operational Managers on the effective formulation, monitoring and review of local operational policies and procedures that underpin effective Occupational Therapy practice in Kent, such as Equipped for Independence.
- 10) Contribute to and support quality audit and practice reviews including Social Care Capability Framework portfolios within the Occupational Therapy teams, to ensure high quality professional practice is evidenced.
- 11) To deputise when appropriate for the Principal Occupational Therapist in workforce development activities with the Allied Health Professions Council SE England.

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

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## Person Specification: Practice Development Officer Occupational Therapy

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

CRITERIA	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree in Occupational Therapy or Dip COT or equivalent and registration as an Occupational Therapist with the HCPC</li><li>• Evidence of continuous professional development.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive post qualification experience within Social Care</li><li>• To be practicing at Advanced level of the KCC Social Care Capability Framework or equivalent.</li><li>• Experience of involvement in multi-agency working, particularly with Health partners and district. borough councils.</li><li>• Extensive experience in working with Occupational Therapy students and supervising Occupational Therapists.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Enhanced professional judgement and decision-making skills.</li><li>• Ability to lead and influence.</li><li>• Ability to develop effective working relationships at all levels internally and with key colleagues from other agencies.</li><li>• Developed Coaching and mentoring skills</li><li>• Good organisational skills including oversight and prioritising of projects.</li><li>• Solution focused skills.</li><li>• Ability to analyse performance information to improve practice.</li><li>• Ability to challenge effectively and deliver difficult messages without undermining professional relationships and professional integrity.</li><li>• Excellent communication skills – both verbal and written.</li><li>• Excellent presentation skills</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• A working knowledge and understanding of relevant legislative and policy frameworks and impact on service across the Adult Social Care and Health agenda including safeguarding.</li><li>• A thorough knowledge of different models of Social Care and Health</li><li>• Enhanced knowledge of practice theories, including Occupational Therapy models and theory, and their implications for practice</li><li>• Knowledge of recent research and national initiatives impacting on Adult Social Care and Health Services</li></ul>

<b>BEHAVIOURS</b>	<p><b><u>Values:</u></b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p><b><u>Cultures:</u></b></p> <ul style="list-style-type: none"> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families and communities at the heart of decision making</li> <li>• Flexible/agile – willing to take (calculated) risks Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul>
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