

JOB DESCRIPTION

Job Title	Occupational Therapy Team Manager		
Directorate	Children & Families		
Reporting to	Operations Manager CWD		
Grade	8		
Evaluation ref:	RP187	Job ref:	Family
Role purpose			
<p>The Occupational Therapy Team Manager will oversee a specialist team of paediatric occupational therapists and occupational therapy assistants within the Children and Families directorate. The purpose of the role is to provide management and expertise to support the delivery of high-quality services to children and families in Somerset. This will include managing team workloads, priority setting, conflict resolution, team communications and professional development.</p> <p>The manager will support the Operations Manager with financial oversight and monitoring of resources for specialist equipment. In addition, the postholder will support the Operations Manager in meeting the Council's priorities and identifying service improvements and implementing those improvements within their team.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Deliver reflective and clinical supervision to ensure professional standards for assessments, plans and reviews. • Ensure staff meet relevant professional standards (HCPC) and provide support and challenge where necessary. • Ensure compliance with statutory and procedural requirements. • Authorise casework assessments, plans, and reports. • Advise and train parents and staff in social care and education in the use of specialist equipment. • Oversee Occupational Therapy recommendations on property adaptations proposed through the Disabled Facilitates Grant (DFG) process and Schools Access initiative (SAI). • Develop and maintain effective customer relations and feedback channels. • Resolve complex operational and service-based problems and conflicts. Assist the Operations Manager with complaints escalated to stage 2 and the Local Government Ombudsman. • Model and promote multi-agency practice through joint working with families and partner agencies. • Assist the Operations Manager with the development and delivery of service plans and prioritise activities and projects. • Engage with partners and stakeholders to promote and deliver services. • Monitor and manage staff performance. Support the Operations Manager in delivering quality assurance processes to develop practice standards and foster a learning culture. 			

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- Support the Operations Manager with reviewing performance outcomes and customer feedback to enhance service delivery.
- Recruit, induct, manage, and mentor staff, ensuring their professional development.
- Report to the Operations Manager on budget tracking and assist with ensuring appropriate allocation of funds, joint funding arrangements and promoting the use of recycled equipment where possible.
- To work closely with commissioning colleagues to ensure the provision in the Community Equipment Store and Wheelchair Service is complying with the service specification and is meeting children's needs.
- Attend and represent the local area at regional Occupational Therapy forums.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Comprehensive understanding of paediatric occupational therapy practices and principles.	x	
Knowledge of statutory and regulatory requirements related to children's social care.	x	
Understanding of resource management and financial oversight in a social care context.	x	
Awareness of current trends and developments in occupational therapy.		X
Knowledge of local government operations and policies.		X
Familiarity with multi-agency working and partnership development.		X
Experience		
Significant experience in managing a team of occupational therapists or similar professionals.	x	
Proven track record of delivering high-quality services to children and families.	x	
Experience in operational planning and policy development.	x	
Experience in reporting on budgets and financial resources.		x
Experience in resolving complex service-based problems and conflicts.		X
Experience in engaging with partners and stakeholders to deliver services.		x
Qualifications / Registrations / Certifications		

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Relevant Degree or Professional Qualification in Occupational Therapy registered with HCPC.	x	
Evidence of work related continuing professional development in their specialist field.	x	
Management or leadership qualification.		x
Additional qualification in paediatric occupational therapy.		x
Training in safeguarding and child protection.		x
Certification in project management.		x
Skills		
Strong leadership and management skills.	x	
Excellent communication and interpersonal skills.	x	
Ability to develop and implement service plans and projects.	x	
Problem-solving and conflict resolution skills.	x	
Financial management and budgeting skills.	x	
Ability to work collaboratively with partners and stakeholders.	x	x
Proficiency in using information and communication systems.		x
Working Conditions		
<p>This role requires travel across the county to support the service. This may include attendance at service user's places of residence and/or educational establishments. This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		
Dimensions of the role		

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A Team Manager will typically supervise an Advanced Practitioner and team of Occupational Therapists at varying stages of their career progression, ranging from newly qualified to experienced Occupational Therapists.

The team consists of 15 (12.57 FTE) staff, and each is responsible for a manageable number of children at any one time.

The Team Manager OT receives service supervision from the Operations Manager CWD and clinical supervision from the lead OT in Adult Services to ensure HCPC compliance.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets.
- Lead with a clear identity in terms of flexible and responsive ways of working, inclusive, and diverse culture, and high level of employee engagement and wellbeing.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees.
- Ensure that the Children and Families services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.

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- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

Date: 05/03/25