

**LONDON BOROUGH OF MERTON**  
**COMMUNITY AND HOUSING DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: Occupational Therapist Team Manager**

**Grade: ME16**

**DIVISION/SECTION: Access and Assessment – Occupational Therapy Service**

**Location: Civic Centre**

**Responsible to: Service Manager**

**Responsible for: Occupational Therapists (10), Occupational Therapy Assistants (7), Team Co-ordinators (2)**

**Post number:**

**Date: September 2012**

## **1. MAIN PURPOSE**

The Team Manager is responsible for:

- Managing Merton's Occupational Therapy Service to ensure service delivery and interventions are both effective and efficient and that policies and procedures are adhered to in relation to legislation, regulation and criteria for clients of all ages and all client groups.
- Leading on the development and maintenances of a robust framework for the Integrated Community Equipment Service, working in partnership with Sutton and Merton Primary Care Trust, South West London & St. Georges Mental Health Trust, all surrounding acute Trusts, local accredited Retailers, contracted equipment providers and internal departments including finance and children's services.
- The development and maintenance of a robust framework for completing minor adaptations and ensuring speedy access to Disabled Facility Grant Applications for all residents of Merton where assessed as requiring a major adaptation working in partnership with Environmental Health Department and all Housing Associations.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

1. Provide strong leadership and management of a team, enabling members to embrace and move forward with changes in a positive, enthusiastic and effective way.
2. To ensure that the professional practice within the service meets the College of Occupational Therapy standards and up to date practice. This will include ensuring that workloads are prioritised and allocated effectively, appropriate assessment and intervention standards are maintained and the monitoring of complex cases.
3. To develop and maintain effective working relationships with colleagues, clients, carers, other professional groups, statutory agencies, voluntary organizations and other Occupational Therapy Services to ensure a seamless and appropriate service provision.
4. To chair case conferences and multi-agency meetings as required and represent the department at seminars, relevant inter-disciplinary and strategic meetings.
5. To be responsible for the maintenance of high standards of work within the service through the monitoring of performance in relation to assessment and intervention, file recording, auditing, workload distribution, staffing and direct provision
6. To conduct investigations under relevant complaints and enquiry procedures and contribute to analysis of trends, making recommendations for improvements.
7. To participate in the development of policy, procedures and the strategic plans for the Occupational Therapy Service.
8. To lead in the recruitment of staff and ensure that all new or temporary staff have a proper induction.
9. Ensure all staff have regular supervision and an annual appraisal; and support staff in their professional development utilizing corporate training and occupational therapy qualification/post qualification opportunities.
10. Take lead responsibility for keeping abreast of developments in your area of expertise, and ensure staff are conversant with legislation, regulations, guidance, policies, and procedures relevant to the work of the service.
11. To manage, monitor and develop provision of complex and simple aids to daily living adhering to the agreed ICES Terms of Reference.
12. To be responsible for the management of the three adaptation processes.

13. To develop, implement and maintain a duty system ensuring that all clients have direct access to the Occupational Therapy Service.
14. To ensure compliance with departmental and corporate procedures, systems, policies and practice standards in all aspects of work for which the post holder and/or subordinate staff are responsible.
15. To manage the budget preparation and monitoring process, ensuring that budgetary control procedures are carried out in relation to expenditure and income.
16. To ensure that case records are promptly and properly maintained both on paper and Care First.
17. To develop, implement and maintain audit control measures and produce reports as required, which enable the performance of allocated resources to be evaluated.
18. In consultation with the Service Manager put forward proposals to develop the service and where these are approved take responsibility for their implementation.
19. To use computers and other items of technology in the normal performance of the duties of the post.
20. To promote and assist in ensuring the Authorities aims in relation to Customer Care Practices and customer awareness are achieved.
21. Ensure that the team's performance and activity contributes to the achievement of Merton's shared vision; Merton 2015, Go for GOLD.
22. To inform senior managers if the department may be subject to publicity.
23. To ensure that Corporate and Departmental Health and Safety policies are implemented at all times and raise any concerns regarding their operation, or any other health and Safety Matters with the Service Manager.
24. To promote and ensure compliance with the Council's Equal Opportunities Policy.
25. To carry out other such duties as may be required by or on behalf of the Director of Community and Housing Services, providing they are within the scope indicated by the above paragraphs and are commensurate with the grade of the post.

### **3. SPECIFIC TASKS**

1. To work flexibly in direct liaison with other Teams to agree the best course of action for the clients and their carers.
2. To prepare and support staff in situations where they have to attend court and prepare reports for legal purposes.
3. To support and ensure team members provide appropriate information, guidance and professional support to all clients on their caseload.
4. Ensure that clients and carers are involved in the process of deciding which needs will be met, by which method, that their views are heard, recorded and considered, and that they understand the reasons for the decisions eventually reached.
5. To provide advice, support and guidance to team members when an allegation of abuse is made and working closely with Merton's Safeguarding Adults Team.
6. To work in partnership with other service areas to ensure appropriate mechanisms are in place to enable the smooth transfer of clients.
7. To lead and manage the effective, efficient and client focused delivery of the Integrated Community Equipment Service including TCES across Merton PCT and Social Services. To ensure that ICES is flexible and responsive, achieving high standards consciously working within the Promoting Independence agenda, facilitating discharge and preventing admission into hospital and residential care.
8. To manage and develop the in-house Assessment Centre providing a responsive client centred service.
9. To manage and develop the Occupational Therapy Service using appropriate management techniques, such as meetings, working groups, team plans and service reviews.
10. To provide OT advice and input to the Housing Needs Department and new housing developments.
11. To ensure that quality and value for money services are commissioned to meet identified needs and that services purchased comply with Corporate and Departmental standing orders and good practice guidelines.
12. Ensure the team's full co-operation in the carrying out and implementation of statutory requirements.
13. Ensure all staff adhere and work to the standards of the Health and Care Professions Council's code of practice.

14. To manage the processes for minor and major adaptations in owner occupier, housing association and Merton Priory Homes properties.
15. To advise and offer support to the Service Manager on matters relating to professional OT practice.
16. Attend supervision, training and other professional development opportunities as identified by the Service Manager.



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<b>POST TITLE: Occupational Therapist Manager</b> <b>Grade: ME16</b> <b>Date: September 2012</b>

***Knowledge***

- 1.1 Bachelor of Science Occupational Therapy or Diploma in OT
- 1.2 Advanced knowledge and understanding of current and impending legislation relating to OT service provision and disabled people and carers.
- 1.3 A good understanding of multi-disciplinary and inter-agency working

**Skills**

- 1.4 Ability to set standards and monitor them accordingly
- 1.5 Ability to plan and organise service delivery
- 1.6 Ability to understand and comply with departmental policies
- 1.7 Ability to use information technology
- 1.8 Ability to manage conflicting work demands and pressures
- 1.9 Ability to carry out research, and the innovation to develop services and the delivery in line with national and local policy changes
- 1.10 Ability to lead the work force, facilitating creativity, challenge and positive group dynamics

**Experience**

1.11 Post-graduate qualification experience including work in a local authority setting

1.12 Experience of supervising staff

1.13 Experience of working at a management level