

Job Description

Job title:	Lead Occupational Therapist
Responsible to:	Head of Operations
Salary:	Band 7 NHS Agenda for Change (£38,890-£44,503)
Contract:	Full time, permanent (flexible hours considered)
Location:	Bath (home working initially)

About Designability

Designability is a national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere.

We create great looking, easy-to-use products that go beyond basic functionality. And we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop new products in response to specific needs, in the hope that our products will inspire new markets to blossom.

We do not receive any statutory funding, so all of our work relies on voluntary donations.

Purpose of role

The primary purpose of the role is to provide clinical leadership for Designability, with responsibility for the delivery of therapy services, as well as leading and contributing to research projects, and providing knowledge and insight to product development projects. The post holder will support both the operations and the design and engineering functions within the organisation, reporting to the Head of Operations but with a dotted reporting line to the Head of Design and Engineering.

The post holder will lead the occupational therapy team in delivering excellent clinical services, particularly with regards to the Wizzybug Loan Scheme, building on the existing success of the service to improve and expand the Wizzybug Loan Scheme.

The successful candidate will be confident leading and managing services and a team. Direct reports are currently the Senior Children's Occupational Therapist and the Memory Technology Gallery Demonstrator.

The post holder will be part of the Designability's management team so will be expected to contribute to future strategy, business planning, monitoring of performance, and policies and procedures.

Key responsibilities

1. Leadership of clinical services

- Advise the Chief Executive and Heads of Departments on all matters relating to clinical and therapy services.
- Lead the team to deliver the therapy services provided by Designability.
- Manage and develop the Early Years Powered Mobility programme to meet the needs of service users. This includes management and development of the Wizzybug Loan Scheme, ensuring an exemplary standard of service delivery and effecting growth in-line with organisational targets. This will include carrying out some clinical handover appointments with service users.
- Support the Memory Technology Gallery Demonstrator to showcase the range of dementia care products that are available to clients. Be the primary point of contact with the therapies department in the Royal United Hospital.
- Establish new clinical services to further build on those currently offered by Designability, including running effective pilot programmes before launch.
- Line manage the occupational therapy team, as well as recruiting and leading new occupational therapists as necessary.
- Deliver ongoing service improvement to increase the effectiveness of the team.
- Hold professional accountability for the occupational therapy team and clinical services for the organisation, ensuring that professional and quality standards are adhered to and maintained.
- Be the safeguarding lead for the organisation, ensuring that Designability adheres to all relevant regulations and legislation, liaising with staff across the organisation and delegating responsibility as necessary within the occupational therapy team.
- Carry out clinical risk assessments to ensure best practice in service delivery is achieved across the organisation

2. Support research and development projects with clinical input

- Lead the delivery of research and development projects for the evaluation of assistive technology products in conjunction with the Design and Engineering Team, working directly or indirectly with end users, carers and professionals.

- Create new research proposals, submitting funding proposals as necessary, as well as providing support for ongoing research projects.
- Be responsible for ethics approval for research projects and for ensuring suitable consent is required for all user engagement activities.
- Respond to new project enquiries from the public.
- Disseminate research and support knowledge transfer, teaching and training programmes both internally and externally. Be accountable for clinical placements for occupational therapy students, developing links with relevant education providers to provide inspirational educational opportunities for future occupational therapists.
- Develop and maintain a thorough knowledge of assistive technology products and services that are currently available to inform strategic decision making for the organisation.
- Contribute to and help deliver consultancy projects that meet the charitable objectives of the organisation.

3. Team management and reporting

- Provide effective management to your team, as outlined on the attached organisation chart, setting clear objectives, managing and developing the team to deliver high performance levels.
- Create effective relationships across the management team, collaborating with colleagues and working effectively together to deliver growth and excellent levels of service.
- Provide verbal and written reports to the Chief Executive and Head of Operations.
- To be committed to the work of Designability and work in accordance with the organisation's policies and procedures.
- To conduct such other duties as may be required by the organisation from time to time.
- Willing and able to undertake work outside normal hours and to travel as required.

4. Other duties

- Represent Designability at professional events and conferences, and exhibitions for the general public to promote the work and services of the organisation.

Person Specification

To be successful in this role, you will be well organised and keen to help disabled people to live life to the full.

Criteria	Essential	Desirable
Qualifications	Degree in occupational therapy	Masters level qualification Further professional qualifications
Experience & Knowledge	<p>Experience of managing occupational therapy service delivery, understanding and meeting client expectations</p> <p>Clinical knowledge of a wide range of disabilities with both theoretical and practical experience</p> <p>Experience of leading and supporting innovation and change</p> <p>Experience of leading quality improvement and service developments</p> <p>Experience of supervision, appraisal and development of occupational therapy staff and students</p> <p>Experience of multi-disciplinary working including development of effective networks/partnerships</p> <p>Exposure to research projects in the field of occupational therapy</p> <p>Thorough knowledge of health and social care policy, particularly relating to paediatric occupational therapy and wheelchair services</p> <p>Documented evidence of continuing professional development</p>	<p>Experience of research methods</p> <p>Experience of effective project management</p> <p>Experience of leading safeguarding policy and practice</p> <p>Experience of conference presentation or publication</p>

Skills	<p>Strong interpersonal skills and ability to form effective relationships with colleagues in other departments</p> <p>Excellent communication skills in working with service users, putting them at ease, building rapport and trust</p> <p>Highly effective people management skills – able to manage, develop and motivate staff, both individually and in teams, to achieve a high level of performance. Management style which is empowering and supportive</p> <p>Ability to show initiative in problem solving when dealing with novel or conflicting demands</p> <p>Effective time management</p>	
Attributes	<p>Thorough and focused with a high level of attention to detail</p> <p>Committed to good governance and effective processes</p> <p>Able to be creative, proactive and resourceful to get work done quickly and to a high standard</p> <p>Highly organised</p> <p>Multitasker accustomed to prioritising work schedules and working to tight deadlines</p> <p>Self-motivated and confident</p> <p>Good team worker, able to build strong relationships both internal and external to the company</p> <p>Demonstrates a positive attitude to change</p>	

	<p>Willing and able to take on responsibility for tasks, and learn new skills and systems</p> <p>Willing to get involved in all aspects of a project when necessary</p> <p>Excellent verbal and written communication and presentation skills</p>	
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Terms of employment

27 days holiday per annum plus bank holidays, increasing by two days after five years continuous service and by a further four days after ten years continuous service.

Membership of the Avon Local Government pension scheme.

3 months' notice after successful completion of 6 month probation period.

This post is exempted from the Rehabilitation of Offenders Act 1974 because it involves regular contact with vulnerable children and families. Applicants for this post will be required to undergo an Enhanced Disclosure and Barring Service check before the appointment can be confirmed.

Team Structure Chart

