



Job Description

Job Title:	Occupational Therapy Team Leader
Directorate:	Adult Services and Health
Service Area	Careline
Grade	9
Competency Level	2
Salary	£46,549 - £51,576
Job Type	Hybrid
Location	Various
Disclosure and barring service (DBS)	Enhanced
Job Evaluation Ref No	

Job Purpose

To lead a team of Community Occupational Therapists and Assistants with the delivery and provision of assessments, adaptations, and equipment.

Directly Responsible For:

A team of Occupational Therapists and Occupational Therapy Assistants.

Directly Responsible To:

Service Manager



Main Areas of Responsibility:

To lead a team of Community Occupational Therapists and Assistants with the delivery and provision of assessments, adaptations, and equipment.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

N/A



Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree in Occupational Therapy. * (A)
- Registration with Health Professionals Council. * (A)

Desirable

- Management qualification

Experience

Essential

1. Experience of managing Occupational Therapy services and teams. * (A/I)
- Substantial experience working in a complex organisation.*
 - Experience of using and developing enablement as part of Occupational Therapy service delivery.*
 - Experience of supervision, developmental coaching skills with the ability to set clear objectives and deliver effective feedback.*
 - Experience of successfully leading people through organisational change and service development.*



Desirable

- Experience of managing budgets.

Skills/Abilities

Essential

- Ability to work independently, managing a heavy and diverse workload and meeting deadlines. *
- Understanding of Disabled Facilities Grant policies and the management of monies within the grant. * (A/I)

Desirable

- Ability to articulate complex issues simply and communicate effectively.
- Strong interpersonal and relationship management skills, with an interest in how digital communication and technology can be used to deliver business value.
- Demonstrable professional approach and positive attitude, with strong problem ownership and problem solving skills.
- Understanding of performance management and quality assurance.
- Knowledge of legislation and government policy relating to disability, including relevant housing legislation.
- Ability to use available resources efficiently and effectively.
- Ability to lead the team, to communicate the vision and develop strategies to drive action plans forward to achieve long term goals.
- Effective negotiating skills to manage conflict and customer complaints.
- Ability to convey complex information clearly and accurately to a variety of audiences.



Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.
- Undertake training as and when required.