**JOB DESCRIPTION**

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**Job Details:**

## Job Title: ICS AHP Occupational Therapy Career Lead

**Band:** Band 7

**Location:** Norfolk and Norwich University Hospital NHS Foundation Trust

**Department: Division of Clinical Support Services**

**Managerially Accountable to: ICS AHP Lead**

**Professionally Accountable to: ICS AHP Lead**

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**Team Description**

The Occupational Therapy career Lead will work across the Integrated Care System supporting the development, delivery and monitoring of an OT career framework. The OT will facilitate and lead on the development of a career framework and act as a hub for knowledge on programme and project management.

**Job Purpose**

To develop a sustainable career development framework for Occupational Therapy across the ICS and lead on the implementation of specific business improvement activities within the Improvement Programme as delegated by the AHP ICS Lead.

To support the development and delivery of Improvement Programme projects with the aim of achieving continuous service improvement.

To develop project documentation and to support the implementation of specific projects within the Improvement Programme .

The role will incorporate the implementation of new ways of working which may involve major organisational change.

To support the delivery of a high quality, safe and compassionate healthcare service,

all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH’s ‘PRIDE’ values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

**Overview of Essential Responsibilities:**

1. Apply a structured change management approach and lead change management activities to deliver sustainable business improvement within the development of the OT career framework and facilitate OT Improvement Work Streams and across the organisations where appropriate.
2. Work collaboratively with OT professionals and OT support workers from seven organisations across the ICS to develop a career framework and action plan that meets the expectations and aspirations of the ICS Norfolk and Waveney OT group
3. Assess the impact of change within the business area and develop change management strategies
4. Create actionable plans for:

* Identifying and managing resistance and blockages
* Base lining and realising programme benefits

1. Support development of communication and engagement plans, aligned with the Trust’s Vision and Values
2. Contribute to the development of improvement management capability and building of sustainable, continuous improvement approaches within the Trust
3. Undertake training in change management theories, principles and practices
4. Be an active and visible Improvement champion throughout the Trust

**Project Management**

1. Apply a structured project management approach for the delivery of specific projects within Improvement Work Streams and across the organisation where appropriate.
2. Ensure that specific projects assigned meet key milestones and timescales
3. Lead and guide relevant project boards and/ or User Groups ensuring regular meetings are held, minutes kept, appropriate reports are presented and agreed actions are implemented.
4. Ensure that all key stakeholders are engaged as the projects move forward and to take into account their views
5. Take responsibility for the implementation of specific projects as delegated by the Head of Improvement including the organisation and allocation of resources and materials, and the effective management of budget where allocated.
6. Maintain all necessary project documentation, including business cases, project initiation documents, risk registers, schedules etc.
7. Direct or matrix manage project team resources as assigned
8. Ensure all developed products are fit-for-purpose and meet relevant operational acceptance criteria, including clinical safety standards

**Continuing Professional Development**

1. To develop own CPD and ensure good practice.
2. To identify own training needs in conjunction with Improvement Managers and ensure they are met following review and discussion with your manager.
3. To promote a positive and professional image through personal presentation and promotional activities.
4. To work towards set objectives for the Improvement Team and to provide a positive contribution towards directorate and corporate objectives.
5. To contribute to Trust-wide Improvement and project management capability development

**Line Management/Financial Management Responsibilities:**

1. Line Management of junior team members may be a requirement (either Improvement Support Officer or Improvement Facilitator

**Specific Additional Responsibilities:**

None.

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| **Functional Requirements** | |  | |
| Direct face to face patient contact | No | Blood/body fluid exposure | No |
| Managing a team who hold professional registrations | No | Prevention and management of aggression | No |
| Exposure prone procedures (EPP) | No | Crouching/stooping or kneeling | No |
| Manual handling | No | Frequent hand washing/wearing gloves | No |
| Night working/shift work | No | Chemical sensitisers | No |
| VDU user | Yes | Noise | No |
| Driving patients | No | Other (please state) | Choose an item. |

**Job Specification:**

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| --- | --- | --- |
|  |  | Means of Assessment |
|  | Essential/ Desirable | Application Form/ Interview/Test |
| **Qualifications/training and professional development**  Occupational Therapy Degree  HCPC registration  Post graduate Project Management qualification or equivalent experience  To prepare a comprehensive personal development plan commensurate with the organisational and team objectives and the developing needs of the post.  Relevant Improvement, project and / or programme management qualifications such as Prince2, MSP, MoV, Six Sigma, Lean or equivalent experience  Evidence of formal training in coaching techniques | E  E  E  D  D  D | AF  AF  AF  I  AF  AF |
| **Experience**  Experience of working across organisational and professional boundaries to achieve common goals  Experience of working in business Improvement projects  Experience of delivering transformational, sustainable improvement into operational business units  Experience of applying structured project management processes  Experience of putting into practice the strategy and associated plans for a specific improvement or programme of improvement.  Evidence of achievement as a manager in a complex organisation  Previous experience on a Health Service major project | E  E  D  D  D  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills, abilities and knowledge**  Ability to analyse complex business process and procedural issues  Ability to write and present accurate and concise reports to various groups at all levels and to use them to influence others at decision making levels  Good organisation skills and the ability to work on own initiative and to tight deadlines  Ability to build relationships and communicate effectively with various stakeholders  Ability to identify and resolve resistance and blockages  Good IT skills including Microsoft Office (Outlook, Word, Excel, PowerPoint)  Ability to plan and implement a project from conception through to completion  Able to negotiate effectively with others and be persuasive, sometimes in contentious or hostile situations, to drive major improvements and enable achievement of project milestones | E  E  E  E  E  E  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Attitude, aptitude**  Strong understanding of and commitment to the values and goals of the Trust making sure that the patient is at the heart of all we do  Good communicator  Self-motivated and innovative thinker  Excellent active listening skills  Flexible and adaptable; able to work in ambiguous situations  Resilient and tenacious with a propensity to persevere  Well-developed written, verbal and presentation skills  Effective role model, demonstrating NNUH’s PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence  Demonstrates understanding and commitment to Equality, Diversity and Inclusion | E  E  E  E  D  D  D  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description currently indicates the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.