

Job Description

Occupational Therapist Specialist

Reference: 3968

Date: (Month) 2025

Job Family:	Care / Adult Occupational Therapy
Level:	2
Band:	8
Career Track:	Technical, Professional and Supervisory

Job Purpose

To provide an Occupational Therapy service to adults with physical disabilities, illness, learning disabilities and mental health conditions, delivering evidence-based assessment, intervention and case management across community, residential and other relevant settings. The role manages a defined and sometimes highly complex caseload, undertaking specialist assessments including moving and handling and risk assessments, and contributing to Continuing Care assessments and housing adaptation processes. It also provides supervision to junior staff and students, acts as a specialist resource within the multidisciplinary team, and contributes to the planning, development and ongoing improvement of Occupational Therapy services, including participation in duty systems and locality-based Care Management.

Service Purpose

The Community Occupational Therapy service enables adults to live safely, independently, and with dignity by providing timely, person-centred assessment and intervention. The service delivers professional expertise to identify functional needs, reduce risk, and recommend equipment, adaptations, and reablement approaches that promote independence, wellbeing and prevent, delay or reduces the need for care. Through collaborative working with individuals, carers, and partners, the service supports Northumberland County Council's statutory duties under the Care Act, contributes to prevention and early-help priorities, and ensures resources are used effectively to improve outcomes for residents.

Duties and Responsibilities

Professional Accountability & Governance

- Work autonomously while being accountable for own professional practice, ensuring compliance with HCPC, Royal College of Occupational Therapists' standards and NCC policies.
- Provide an adult social care service (18+) that respects individuality, cultural and religious diversity.
- Follow organisational procedures for equipment provision, minor works and departmental protocols.

Assessment, Intervention & Case Management

- Undertake complex Occupational Therapy assessments covering functional needs, assistive equipment, housing adaptations and risk.

- Analyse assessment findings to develop and implement evidence-based intervention plans.
- Make recommendations for specialist equipment and minor/major adaptations, considering legislation, cost-effectiveness and client prognosis.
- Oversee implementation of interventions and adaptation processes, including liaison with external contractors.
- Manage, prioritise and review a defined caseload, responding appropriately to urgent and complex needs.
- Undertake Care Management responsibilities, including assessment, setup and review of care plans.

Manual Handling & Specialist Clinical Practice

- Carry out highly complex moving/handling assessments and fit equipment or slings accurately in challenging environments.
- Provide specialist risk assessments and strategies related to manual handling, environmental risks and safeguarding concerns.

Service Development, Planning & Research

- Contribute to planning, coordination and audit of practice, clinical pathways, protocols and the wider OT service development plan.
- Participate in research, audit and evidence-based practice activities, maintaining a portfolio to support CPD and ongoing professional development.

Supervision, Training & Workforce Development

- Supervise OT students and support junior/unqualified staff, including completing written assessments and supporting learners who are struggling.
- Provide training, induction and specialist input to colleagues, multidisciplinary teams and other agencies as required.

Person Specification

Professional and Technical Requirements

Qualifications

- Diploma or Degree in Occupational Therapy and state registration with the HCPC.

Skills, Knowledge and Experience

- Knowledge of clinical governance, relevant legislation and application of the Occupational Therapy process.
- Experience or interest in physical disabilities/illness and working within community settings, using evidence-based practice, functional assessments and activity analysis.
- Ability to work independently, manage workload pressures, and meet the physical and environmental demands of community-based practice.
- Ability to undertake Occupational Therapy assessments and interventions, including planning and coordinating OT programmes.
- Competence in risk assessment and risk management, including manual handling and fitting assistive equipment accurately in challenging environments.
- High-level personal organisation and time-management skills, including managing competing demands.
- Strong infection-control practice and application of Health & Safety procedures.

- Computer literacy, including accurate keyboard skills and use of departmental systems.
- Ability to apply evidence-based research into practice and maintain CPD.
- Meets transport requirements, including holding a full valid UK driving licence and ability to travel independently.
- Physical capability to undertake therapeutic handling, equipment fitting, driving, and working in unpredictable or cramped environments.

Core Competency Requirements

Communication: Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.

Collaboration: Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.

Service Delivery: Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.

Decision-Making: Uses evidence and judgement to resolve issues and improve delivery.

Digital & Data Literacy: Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making

Adaptability: Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.

Problem-Solving: Analyses problems and applies knowledge to develop practical solutions and suggest improvements.

Community & Customer Focus: Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.

Leadership: Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

Adaptable: You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change

Analytical You seek and analyse information to inform your decisions, based on the best available evidence.

Authentic: You are self-aware and true to yourself in all situations, even when under pressure.

Catalyst: You are self-motivated to act towards achieving a goal. You are confident using your own initiative to take forward actions

Courageous: You are an innovator who tries new approaches. You push yourself to work outside your comfort zone.

Desirable

Relevant professional development and qualifications, including a Practice Placement Qualification and postgraduate training aligned to the specialist area.

Experience and competence in supervising others, supported by prior experience in one or more relevant OT fields.

Specialist clinical knowledge, including use of standardised assessments, understanding of specialist equipment, and professional affiliations such as membership of a professional body or Special Interest Group