

Job description

Adult Social Care Occupational Therapy Team Manager

- Grade: PO7
- Reports to: Service Manager
- Direct reports: Up to 4 staff
- Your team: Occupational Therapy
- Service area: Adult Social Care
- Directorate: Health and Social Care

Special requirements of the post

Workstyle: Roaming (medium presence, two to three days a week)

This post requires an Enhanced DBS check.

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The Occupational Therapy Team Manager will provide strong operational and professional leadership to a busy Adult Social Care Occupational Therapy team. The post holder will manage performance, quality, supervision, risk, safeguarding and service improvement, ensuring timely, strengths-based support that maximises residents' independence. The team are also responsible for the delivery of the statutory Occupational Therapy functions for Children's Occupational Therapy. This role requires a confident and experienced manager who can motivate staff, make sound decisions, maintain high standards of Occupational Therapy practice and work collaboratively with partners across health, housing, the voluntary sector and

the wider council.

The post holder will provide operational leadership to support the delivery of Adult Social Care priorities, including prevention, early intervention, independence, demand management and value for money, ensuring residents receive high-quality and proportionate support.

Key responsibilities

Provide professional leadership and oversight for Occupational Therapy practice, ensuring compliance with HCPC and Royal College of Occupational Therapists standards and promoting excellence in professional practice.

Provide effective operational management to Occupational Therapists and Occupational Therapy Assistants, ensuring the team delivers high-quality, timely and strengths-based support.

Lead, motivate, supervise and develop staff, embedding a positive, accountable and supportive team culture where good practice is expected, recognised and sustained.

Manage performance, workflow, quality assurance, allocation and demand, using operational data to identify themes, improve practice and support service planning.

Enhance systems and processes to streamline processes and evidence the impact of Occupational Therapy

Ensure robust risk assessment, safeguarding oversight and decision-making across the service, including escalation of complex issues where appropriate.

Drive continuous improvement and contribute to transformation programmes that strengthen prevention, early intervention, independence and resident outcomes.

Promote effective use of Occupational Therapy interventions, equipment, adaptations, assistive technology, reablement and community-based support to reduce reliance on long-term services.

Build and maintain strong working relationships with internal and external partners, including health, housing, community services, emergency services and the voluntary and community sector.

Represent the service in internal and external meetings, providing clear, professional advice and deputising for the service manager where required.

Ensure delegated resources, budgets and commissioned support are managed effectively and deliver value for money while meeting assessed eligible needs.

To be a strong role model for Occupational Therapy, and raise awareness of the contribution of the profession across the Health and Social Care system.

Ensure timely and high-quality responses to complaints, Members' Enquiries, FOI requests, legal enquiries, audits and other quality assurance processes.

Budget responsibilities

The post holder will have delegated responsibility for the establishment budget for the team and will support effective financial management of Occupational Therapy equipment, commissioned support and related service resources.

Compliance

Ensure adherence to legal, regulatory and policy requirements, including GDPR, Health and Safety, the Employee Code of Conduct, the Care Act, Mental Capacity Act, safeguarding responsibilities and other Adult Social Care legislation and professional standards set by the HCPC. The post holder will identify risks and opportunities, escalate issues appropriately and ensure service practice remains compliant, safe and effective.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	HCPC registered Occupational Therapist with a recognised Occupational Therapy qualification.	Essential
2	Relevant management, leadership or supervision qualification, or evidence of equivalent management development.	Essential
3	Significant experience working within statutory Adult Social Care or related public sector services supporting adults with a range of needs and their families and carers.	Essential
4	Significant experience leading and managing Occupational Therapy services, including supervision, performance management and development of qualified and unqualified staff, effective recruitment and retention activities.	Essential
5	Demonstrable ability to motivate teams, manage performance, address practice issues and develop a positive, accountable and high-performing team culture.	Essential
6	Experience of leading service improvement, managing change and implementing transformation initiatives within a resident-facing service.	Essential
7	Proven ability to build and maintain effective partnerships with health, housing, voluntary sector and other key stakeholders to improve outcomes for residents.	Essential
8	Extensive knowledge of relevant legislation and professional guidance, including the Care Act 2014, Housing Grants, Construction and Regeneration Act 1996, Carers and Disabled Children Act 2000, Mental Capacity Act 2005, safeguarding duties, Deprivation of Liberty Safeguards, Equality Act 2010 and HCPC standards.	Essential
9	Strong understanding of strengths-based practice, prevention, early intervention and approaches that maximise residents' independence and wellbeing.	Essential
10	Strong analytical and problem-solving skills, with the ability to interpret performance information, quality assurance findings and operational data to drive service improvement.	Essential
11	Experience of managing budgets, resources and commissioned services effectively, ensuring value for money and positive outcomes, and efficiency targets are achieved	Essential
12	Excellent communication, influencing and stakeholder management skills, with the	Essential

	ability to represent the service professionally at senior internal and external meetings. To lead and ensure professional relationships with relevant stakeholders are developed and maintained, to enable collaborative multiagency working, develop innovative ways of working, and encourage an open and transparent dialogue.	
13	Ability to provide professional leadership and oversight of Occupational Therapy practice, ensuring compliance with HCPC standards and promoting continuous professional development.	Essential
14	Experience of managing complex risk, safeguarding concerns and professional decision-making within Adult Social Care.	Essential
15	Ability to prioritise competing demands, manage workload pressures and maintain performance within a fast-paced operational environment.	Essential
16	Effective leadership skills, to effectively support and manage staff during periods of transformation and change.	Essential
17	Experience of working within a local authority Occupational Therapy service- including with advanced professional and technical expertise in relation to equipment and adaptations for children, adults and older people	Essential
18	Experience of effective management of the referral, allocation and assessment process, including actions to prevent a waiting list occurring.	Essential
19	Knowledge of the principles of equal opportunities, anti- discriminatory and anti-oppressive practice in assessment and the provision of services.	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.