



Inclusive
Ambitious
Always learning



Candidate Pack

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Applying for this Vacancy

Please read the information in this document before you complete your application form. It is intended to support your decision in applying at Bracknell Forest Council.

When filling out our online application form, you will need to make clear:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Problems?

- For application queries contact the Bracknell Forest Council Recruitment Team: Recruitment@bracknell-forest.gov.uk or 01344 352080
- For technical application issues contact the Jobs Go Public support team: support@jobsgopublic.com

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.





Welcome from the Assistant Director: Adult Social Care

Dear Candidate,

Thank you for your interest in this Occupational Therapist role.

This is an exciting opportunity to join our dynamic team, here at Bracknell Forest. This role sits within the People directorate where there are six key departments: Adult Social Care, Children's Social Care, Commissioning, Early Help & Communities, Education & Learning and Public Health.

Our vision is to provide the best possible opportunities for the people in our community. We work in close partnership with local organisations such as in health and housing, with a strong focus on prevention and proactivity. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently and well as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams.

Our employees are motivated to have an impact on the community, and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

If this sounds like the sort of organisation you'd like to work with, then we would love to hear from you. I hope that the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Melanie O'Rourke

Assistant Director: Adult Social Care

About Bracknell Forest Council



Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going. In 2018 we scooped the prestigious 'Council of the Year' title in the iESE awards. We are the first post-war new town to be comprehensively master planned, demolished, reconfigured, and rebuilt. The town's regeneration saw the successful launch of The Lexicon in 2017; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

A career with us means having everything you need to build on your existing skills and to work with the Executive team to build better relationships and communities. This is your chance to make a lasting impact.

The Roles

We are recruiting for Occupational Therapists and Senior Occupational Therapists for a variety of exciting roles within our new Operating Model which puts the person at the centre and is values led. You will work either on our Adult Social Care Hub, the Early Intervention and Prevention Service or the Adult Community Team (Long Term).

Although we work in 3 distinct teams, we are one service, and we work together closely which leads to good relationships and opportunities for learning from each other. Whichever team you will be in, you will gain an invaluable breadth of experience across adult social care and will be supported to develop your knowledge and confidence. Rotational posts across the teams will be considered.

Adult Social Care Hub: As an Occupational Therapist in our Adult Social Care Hub, you will be working with people right at the start of their journey with Social Care. The Hub is the first point of contact for people with physical health issues, learning disabilities or for older adults with mental health problems. You will be part of a team of OTs, Social Workers and Support Coordinators, answering people's queries, signposting to other supports including the voluntary sector, or visiting people where they live to carry out assessments. As an OT you will be responding to people in crisis where there is a need for immediate response for people at significant risk, eg. dealing with urgent manual handling issues, supporting with safeguarding and career breakdown. You will also support others on the team with advice and recommendations.

Early Intervention and Prevention Service: As an Occupational Therapist you will be working as part of a large, very supportive, multi-disciplinary team of OTs, Physios, Nurses, Social Workers, MTAs and Support Coordinators; we are truly integrated, with some of our staff being employed by the NHS. We work hard alongside the people we support to maximise their independence, help them to remain at home for as long as possible, if this is their choice, with reduced reliance on external support. We facilitate timely discharge from hospital to help avoid unnecessary hospital admission. We do this by offering Intermediate Care, Goal Led Therapy, Nursing support, Creative Assistive Technology Solutions and signposting to our Local Voluntary Sector. We also support people with sensory loss and have an Assessment Suite where they can come to trial equipment.

Adult Community Team (Long Term): As an OT on the Adult Community Team (Long Term) you will have the time to build a relationship with the person you are supporting, to improve their well-being and make a significant difference to every aspect of their day to day lives. This could be through specialist pieces of equipment, major adaptations, or being there for help, advice and support. We work in a person centered way, enabling individuals to recognise their strengths and how we can build on these together to achieve their fullest potential. You will be working closely with social workers and support coordinators who are all working towards the same aims.

You will be encouraged to work in an autonomous way, but with the support you need to have the confidence to do so. You will also have time to maintain and enhance your own CPD and we will support you through regular supervision and opportunities for training and development.



Meet our Occupational Therapy Team



Eleanor Mulhern
Assistant Community
Service Manager

Hi. I'm Eleanor Mulhern and I am the Assistant Community Services Manager for the Early Intervention and Prevention Team at Bracknell Forest.

I have been with Bracknell for 7 years, originally joining as a Senior OT before being promoted to my current position. I lead the team you will be working with and having that therapy background myself means I understand the work that the team do, the satisfaction it can bring and the challenges that can be faced.

The great thing about working at Bracknell is the support – everyone that starts with us comments on how supportive the team are – we look after each other and that team spirit helps us get through the tough times and adds to the good times. People tend to stay here – having come back to Bracknell after around 10 years, I was amazed at the number of staff that were still here, but in different roles – Bracknell support people to progress in their careers and take on new roles and challenges. I look forward to meeting you.



Emma Marlow
Senior Occupational
Therapist

Emma joined our team in September 2020, as an Occupational Therapist. In her own words, this is Emma's story of her day in her life at Bracknell Forest:

"Even during the current circumstances, our team is always in close communication. Every morning we start with a team huddle. This is where team capacity is discussed, new allocations are given out, and if anyone has any questions or needs support, it can be brought up during the meeting. I find these virtual huddles really beneficial; it gives everyone a chance to catch up and touch base with the team before we start the day. It makes a huge difference when working virtually, you feel supported as you know there will always be someone there to ask a question!

Following this meeting, I will carry out my home visits for the day. Visits can include a variety of different things, whether that be supporting a hospital discharge, completing a manual handling risk assessment, supporting with an admission avoidance, or completing an initial assessment for someone starting with our intermediate care service. Working with a multi-disciplinary team of nurses, physiotherapists and support workers is incredibly helpful, and even in current circumstances we can complete joint visits to ensure we are providing holistic and thorough assessments, so individuals are receiving the best care. Working in this way is a great learning experience and has allowed me to expand my knowledge and confidence massively."



Some of the Team:



Feedback from a Family Member:

I have never had to engage with these services before and was dubious and unsure what to expect but I can honestly say my expectations were exceeded. All the staff involved went beyond their call of duty and were informative, supportive, professional and personable, and made my mother and myself feel safe and secure in her final weeks. Even, what could be considered the final link, OT and the equipment provider. In particular the OTs that I met were courteous and tried everything to find solutions to some minor problems. This was not easy as we live in a park home and the rooms are very small but try they did.

In summary, please thank all the team for their outstanding work.

Feedback from a Mr T:

I would like to say thank you to you and your team for looking after me so well - every one of them has been so kind and so helpful - have a biscuit with your teas.

Feedback from Mrs G:

Everyone who came through the door had a real positive attitude, I could see the smile in their eyes, despite wearing the masks and they passed their positivity onto us. Everyone was marvellous. Thank you so much for all that everyone in the team did for us.

Feedback from a Care Manager:

I wanted to pass on some feedback from PW. She informed me that her ICS service has been supportive in getting her back onto her feet again and advised that she didn't know how she would have managed without it. She reported that all support workers were friendly and helpful and couldn't thank us enough for the service. This is high praise for an individual who needed support to engage initially. Thanks for all your hard work!

About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

The Bracknell town centre regeneration in 2017 saw the successful launch of The Lexicon; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

Location

All of The Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances. Please check the advert if the post you are applying for is not based at the main offices at Time Square.

Values and Behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Being Bracknell Forest.

Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities.

We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.





Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre however all staff can make the most of the following:



Buying and selling
annual leave



Travel Benefits



Shopping Vouchers



Dental Plan

...and many more!

Annual Leave

The annual holiday entitlement for this role is 28 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Workstyle

Your work style is Flexible, which means you can work away from your designated office space (either another office location, at home, or in the field) for, on average, up to 80% of your normal working week. The extent, timing and location of remote working will be by agreement with your manager.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all our employees to take up the wide variety of learning and development available on-line. There are a wide range of on-line learning opportunities available for new equipment as well as legal updates such as; the Care Act, Mental Capacity Act. Quarterly CPD sessions are carried out with all the Occupational Therapists working at Bracknell Forest as well as annual manual handling updates. We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.



Parking

As a required car user you are eligible to park in our Time Square, Bracknell car park or the Braccan Walk car park (The Ring, Bracknell, RG12 1DR). The charge for parking at the Time Square car park is £10 per month and for Braccan Walk is £5 per month.

Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows: Per mile Lump sum per annum: £963. First 8,500 business miles: 40.9p, after 8,500 business miles: 14.4p. Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.



Pre-employment checks

Working in the UK

You must be entitled to work in the UK before you can start work with us.

You can check your eligibility to work in the UK:

<https://www.gov.uk/check-uk-visa>

References

We require a minimum of two references or references that span over 5 years of employment. The first reference should come from your current or most current employer. If you are currently in full-time education, references will be accepted from school/colleges. The second reference must be from the employment preceding your current or most recent one. If the two references cover an employment period shorter than 5 years, please provide as many additional referees as needed from your previous employments, in a consecutive order.

Please ensure that the referees' details supplied belong to your line manager, HR representative or someone in a more senior role. We are unable to accept references from relatives or individuals writing solely in the capacity of friends or colleagues. Additionally, please provide the referees' work email addresses rather than personal ones and ensure they are still employed by the company at the time of completing the reference.

Medical Questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

DBS (Disclosure and Barring Service) Check

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Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

V@A position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit:

<https://www.bracknell-forest.gov.uk/jobs/childrens-social-care-jobs>

<https://www.bracknell-forest.gov.uk/jobs/jobs-adult-social-care>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at: <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>



Equality, Diversity & Inclusion



Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

At Bracknell Forest we champion equality, diversity and inclusion and welcome applications from candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, disability, or age. As a Disability Confident Employer, please let us know if you need any adjustments at any point during the recruitment process by contacting our friendly recruitment team on recruitment@bracknell-forest.gov.uk

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

At Bracknell Forest Council, we aim to create an inclusive, ambitious and always learning workplace culture that promotes wellbeing. We empower our people to prioritise their wellbeing and support each other, ensuring they can be themselves, perform their best and deliver exceptional service to our residents. The Bracknell Forest Council Wellbeing Network is made up of various employee wellbeing support groups; we currently have 35 Wellbeing Champions who are all certified Mental Health First Aiders, Disability and Neurodiversity Staff Forum, Pause for Menopause Open Forum.





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More about Applying

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

As part of the Council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

What happens next?

Once you have submitted your application to us it will go through a number of stages. View our [recruitment process online](#).

If you would like to be kept informed about the latest job opportunities at Bracknell Forest Council you can sign up to our jobs newsletter by [clicking here](#).

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

