



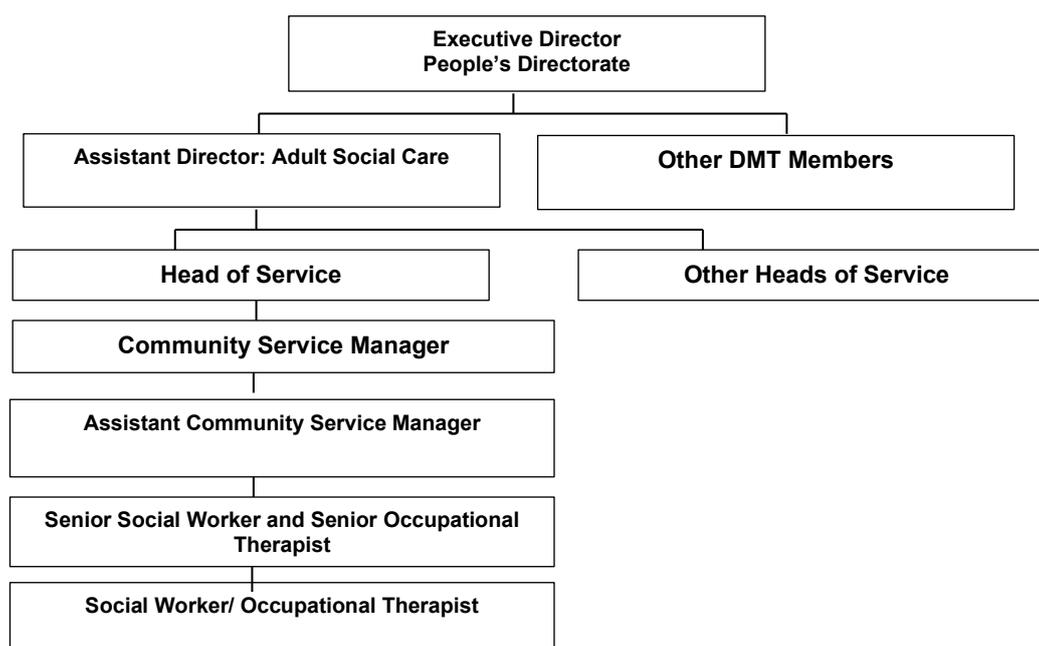
JOB DESCRIPTION

Job Title:	Senior Occupational Therapist – ASC HUB		
Directorate:	People	Salary:	£49,918 - £53,048 p.a. Including: £729 London Weighting £963 Essential Car User
Section:	Adult Social Care	Grade:	BG-E, SCP37-40
Location:	Time Square	Work Style:	Hybrid

Key Objectives of the role

- Provide senior occupational therapy expertise within the Adult Social Care Hub, supporting OT colleagues, students, unqualified staff and multi-agency partners involved in front-door triage, early intervention, and complex decision-making.
- Support the Assistant Community Services Manager (ACSM) in maintaining high performance within the Hub, ensuring timely responses, consistent practice, and effective use of resources to meet demand at first point of contact.
- Lead on complex OT interventions and front-door case management, offering advanced clinical reasoning and risk-based decision-making on urgent referrals, safeguarding concerns, and cases requiring multidisciplinary input.
- Provide supervision, coaching and practical guidance to OTs, Therapy Assistants and students, helping them develop skills, manage caseloads safely, and deliver high-quality, strengths-based outcomes for people contacting the Hub.
- Deliver high-quality clinical supervision that promotes regular reflection, CPD, and learning from Hub casework, ensuring safe, evidence-based and person-centred OT practice.
- Work with the ACSM to continually develop and improve Hub processes, supporting service performance, workflow management, and high-quality early intervention across the multidisciplinary team.

Designation of post and position within departmental structure



Daily and monthly responsibilities

Weekly Responsibilities

- Participate in triaging and prioritising all new referrals into the Hub to ensure timely and proportionate responses.
- Support the ACSM with risk management across the entire Hub team's workload, monitoring urgent needs, emerging risks and waiting lists, with a particular focus on OT-related work.
- Support the ACSM with weekly allocations to ensure safe and balanced caseloads for OTs, Therapy Assistants and wider Hub colleagues where appropriate.
- Carry out complex OT assessments and early interventions for urgent, high-risk or complex cases.
- Provide expert clinical advice during MDT triage discussions and in safeguarding or high-risk situations.
- Oversee OT, Therapy Assistants caseload allocation to ensure consistent, safe and timely practice across the OT pathway.
- Provide day-to-day supervision, case discussions and joint visits with OTs, Therapy Assistants and students.
- Coach colleagues in strengths-based practice, risk management and creative problem-solving.
- Work collaboratively with social workers, nurses, housing teams, voluntary-sector partners, carers and families to ensure coordinated front-door support.
- Maintain accurate, timely documentation and ensure urgent equipment or adaptation actions are progressed promptly.
- Identify, escalate and respond to safeguarding concerns in line with legislation and local procedures.

Monthly Responsibilities

- Deliver formal 1:1 supervision to allocated staff in line with council policy and professional standards.
- Facilitate or contribute to group supervision, reflective practice sessions and case reviews.

- Maintain an up-to-date CPD record in line with HCPC requirements and engage in ongoing professional development.
- Work with the ACSM on service planning, workflow reviews and continuous improvement across the Hub.
- Lead or contribute to audits, service reviews, outcome monitoring and OT-specific development projects.
- Support or deliver training for OTs, Therapy Assistants, students and wider Hub colleagues to develop skills and promote consistent practice.
- Prepare professional reports, summaries or documents required for case management, safeguarding activity or legal processes.
- Review caseload activity and performance indicators to support monitoring, planning and resource allocation.
- Attend or contribute to safeguarding meetings, strategy discussions or multi-agency reviews where OT expertise is required.

Scope of role

The **Senior Occupational Therapist** plays a crucial role in ensuring effective, safe and person-centred operation of the Adult Social Care Hub, which is the first point of contact for adults seeking advice, assessment or early intervention in Bracknell. This position holds significant responsibility for:

Budget and Resource Control

- Ensuring that OT-led interventions, equipment recommendations and care planning are proportionate, cost-effective and demonstrate clear preventative value before being submitted for financial approval.
- Supporting staff to understand and uphold responsibilities relating to resource allocation and equipment prescription, ensuring practice aligns with the Council's Scheme of Delegation and clinical governance requirements.
- Providing oversight to ensure OT resources (including equipment and adaptation pathways) are used effectively and appropriately across the Hub.

Impact on the Community

- Enabling timely, strengths-based and person-centred OT interventions that reduce risk, maintain independence and improve wellbeing at the earliest opportunity.
- Playing a key role in responding to urgent OT needs, supporting safe discharge planning, preventing hospital admission, and reducing the need for long-term services through early intervention.
- Supporting compliance with statutory frameworks including the Care Act 2014, Mental Capacity Act 2005, and professional OT standards, maintaining public confidence in Adult Social Care.
- Contributing to safeguarding activity by providing skilled clinical insight, functional analysis and risk assessment to protect vulnerable adults.

Strategic Responsibilities

- Working collaboratively with the ACSM and wider partners to deliver continuous service improvement, ensuring OT practice within the Hub remains evidence-based, efficient and aligned with organisational priorities.

- Strengthening joint working through effective collaboration with health partners, housing, voluntary sector organisations and other social care teams, ensuring coordinated early intervention and holistic support.
- Leading on OT-specific projects, quality initiatives or service development activities as delegated, improving professional practice and enhancing the prevention and front-door offer within the Hub.
- Supporting workforce development through supervision, coaching, training and mentoring, contributing to a skilled and resilient OT pathway.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only



PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Recognised Occupational Therapy qualification at degree level or above, with HCPC registration and adherence to professional standards.</p> <p>Demonstrable experience working in a front-door or rapid-response environment, including assessing, planning and reviewing complex OT interventions at the first point of contact.</p> <p>Strong knowledge and experience in risk assessment, manual handling, equipment provision and functional analysis, particularly within fast-paced triage settings.</p> <p>Experience supporting timely and safe decision-making in safeguarding situations, with Safeguarding Level 1 (or willingness to undertake).</p> <p>Significant post-qualifying experience, including managing high-risk or complex functional needs, urgent OT referrals and prevention-focused plans.</p> <p>Proven ability to supervise, support and develop others, including OTs, Therapy Assistants and students, within a pressured, multidisciplinary Hub environment.</p> <p>Ability to build effective working relationships and collaborate closely with partner agencies, including health teams, housing, voluntary-sector organisations and wider Adult Social Care colleagues.</p> <p>Safeguarding training Level 2 & 3</p>	<p>Supervisory or team leading training or qualification</p> <p>Train the Trainer Manual Handling Qualification</p> <p>Safeguarding level 3.</p> <p>Practice Education Course.</p> <p>Best Interest Assessor</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Skills</p> <p>Leadership within a front-door environment, providing direction during triage, early intervention and fast-paced decision-making.</p> <p>Mentoring and coaching skills, with the ability to motivate, support and develop OTs,</p>	<p>Supervisory or team-leading training/qualification, ideally suited to a fast-paced multidisciplinary Hub.</p>

Therapy Assistants and students within a pressured Hub setting.	Understanding of a responsibility of wide range of disciplines
Strong communication and active listening, enabling confident decision-making during triage, MDT discussions and safeguarding activity.	Train-the-Trainer Manual Handling Qualification, enabling safe practice guidance within the team.
Clear, concise report writing and presentation skills, essential for documenting complex risk, functional assessments and multidisciplinary recommendations.	
Empathy and compassion, supporting proportionate, person-centred conversations at first point of contact.	
Commitment to promoting Inclusion, Diversity and Equality within a diverse community and multidisciplinary workforce.	
Awareness of performance management, supporting oversight of caseloads, workflow and Hub demand.	
Innovative problem-solver, contributing to service development and helping the Hub operate efficiently and effectively.	
Strong supervisory skills, providing daily guidance, reflective space and oversight of front-door cases and allocations.	

Knowledge

In-depth understanding of the Care Act 2014, Mental Capacity Act 2005, and national OT professional standards, and how these apply to front-door practice.

Knowledge of Deprivation of Liberty Safeguards (DoLS) and implications for people presenting to the Hub.

Strong understanding of Safeguarding Adults policies and procedures, including thresholds and multi-agency responsibilities.

Awareness of local pathways, equipment and adaptation processes, and preventative OT practice within a Hub environment.

Understanding of triage models, early intervention frameworks and risk-proportionate practice at the front door.

Safeguarding Level 2 training, with confidence in applying safeguarding knowledge during urgent or complex interactions.

Experience

Experience working with safeguarding concerns, providing OT insight into risk, function and safety for adults, families and carers.

Demonstrated experience in manual handling, complex equipment provision and supporting colleagues with safe practice.

Experience supporting, supervising and developing students, newly-qualified OTs, Therapy Assistants or other frontline staff.

Proven ability in caseload management within a high-demand environment, balancing urgent, complex and preventative work.

Strong time-management skills, managing competing priorities in a rapid triage and front-door context.

Experience of triage/duty, including the ability to make confident decisions under pressure.

Ability to provide professional advice and guidance to multidisciplinary colleagues and external partner organisations.

Experience preparing and presenting clear, professional reports to a range of stakeholders, including safeguarding meetings, MDTs and legal processes when required.

**Work-related
Personal
Requirements**

Able to adapt quickly to changing priorities, fluctuating service demands and the fast-paced nature of Hub work, maintaining professionalism under pressure.

Takes appropriate levels of responsibility for decisions, actions and outcomes, using clinical judgement confidently within the scope of senior OT practice.

Demonstrates a strong commitment to empowering individuals, promoting independence, dignity and respect through early intervention and strengths-based practice.

Promotes inclusive, person-centred approaches and actively challenges discrimination, ensuring equitable access to support at the front door.

Acts as a role model for the Bracknell Forest Values, upholding high professional standards and encouraging others to do the same.

Flexible and adaptable in response to business needs, service pressures and operational requirements, including supporting the duty/triage function when needed.

Able and willing to attend occasional evening meetings when service demands require.

Must hold a full UK driving licence (or valid equivalent) and have access to a vehicle. Non-UK licences must be converted to a UK licence within the first six months of employment.

Other Work Requirements

Appointment is subject to a satisfactory enhanced Disclosure & Barring Service (DBS) check. This post is exempt from the Rehabilitation of Offenders Act 1974

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies

Role models and demonstrates the Council's 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.

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.

