

Job profile

Occupational Therapist Lead (Adults)

(JEID 10042)

Grade: 10 Date created: October 2025

About the job: Under the direction of the Occupational Therapy Manager, Occupational Therapy Leads work within our Occupational Therapy teams. Occupational Therapy Leads manage a team of Occupational Therapists and practitioners, taking accountability for the quality of Occupational Therapy practice. Managing this team, Occupational Therapy Leads take a lead role in encouraging practitioners to listen to people and connect them to appropriate community resources, support people in crisis to regain control of their lives, and to support individuals to lead the life they choose in line with the Care Act.

This is what we need you to do...

- Line manage a team of Occupational Therapy and Occupational Therapy practitioners, including supervision, absence, appraisal and performance management in line with policy and Occupational Therapy standards.
- To provide individual/group professional, reflective supervision, and support to others, ensuring that practice is continuously critically reflected upon and improved; facilitating professional curiosity within team, and modelling best practice and ensuring good outcomes.
- As required, to sign off temporary funding or service provision
- Be responsible for completing case file audits ensuring that social work practice is continuously assessed, improved and compliant with national guidance, legislation and GCC policies and procedures.
- To work jointly with staff and agencies with highly complex people, working closely with the senior social worker and wider staffing group to coordinate and manage complex, high-risk situations, ensuring there is a positive balance between perceived risk and protection from harm where necessary.
- Attend or chair relevant meetings (including risk management forums) which require high level professional input or where the Occupational Therapists may need to be supported, including attending court
- To support with complaint management procedures.
- Create a culture of continuous professional development, keeping up to date with government guidance and legislation and evidence-based practice; taking the lead role in the professional development of social workers and other practitioners through mentoring, coaching, and advice; and where appropriate mentoring newly qualified social workers undertaking their Assessed and Supported Year of Employment, and Practice Education for Student Occupational Therapists.
- Identify and develop potential within other staff,
- Promote positive working relationships in and across teams, using strategies for collaboration and contribute to a supportive organisational culture.
- Contribute to and implement policy development and decision – making.
- To take responsibility for obtaining regular, effective supervision from a professional supervisor/manager and appraisal to discuss effective practice, reflection, continuing professional development and career opportunities.
- To take ownership of and responsibility for delivering against team and individual performance targets. Translating data and maintaining an awareness of own professional limitations and knowledge gaps and seeking to address these.

- To support with recruitment and retention activities, including interviews, shortlisting, induction and probations.
- As appropriate, to work jointly with commissioning and other agencies to identify service needs and to undertake and support negotiations with care providers around levels of support at an individual and service level

- To contribute to the development of the service, by leading on specific projects as identified by senior managers, and by communicating new ideas, through means such as briefings, completion of council surveys, and team meetings.
- Be accountable for own practice ensuring it is of high quality for own development needs.

Special Conditions

- This position is subject to an enhanced Disclosure and Barring Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- The nature of this post requires flexibility to meet urgent work needs as they arise. This will inevitably entail work outside of normal working hours and locations across the county.
- The post holder must hold a clean and valid driving licence (exceptions under the Equality Act may apply).

The ideal candidate will have...

Experience of...

- Substantial post-qualifying Occupational Therapy experience with adults within a statutory setting, or evidence of transferable experience within statutory settings.
- Supervising/mentoring/coaching/training staff, particularly Occupational Therapists or staff within a health and social care setting.
- Creating a learning culture and environment, where professional and personal development is valued and promoted.
- Managing in complex, high-risk situations, including chairing meetings and court work.
- Proven collaboration with multi-agency partners
- Undertaking line management duties, including formal performance of staff and responsibility for financial decisions relating to external care costs to the Local Authority

Behavioural attributes

- Aligns with [Gloucestershire Leadership / Employee Values](#) and behaviours
- Provides inspirational and credible leadership, prompting the questions to help shape / re-invent the future.
- Build and own strong relationships politically, externally and internally.
- Inspire staff and value their efforts and resilience.
- Confident to hold difficult conversations with peers, colleagues, people who draw on services and their carers
- Have a shared collective ownership.
- Sets clear boundaries whilst encouraging autonomy and conscientious risk taking.
- Accountability for running the business effectively balancing performance and cost.

- Taking the lead on projects or specific work streams to support with service development
- Undertaking audit, in order to quality assure practice, and implementing learning and action plans to raise practice standards across teams.

Knowledge, Skills and Understanding

- Recognise the high level of confidentiality required in relation to people, their carers and families and help to manage sufficient security of such information.
- A proven track record of good interpersonal and communication skills with a range of stakeholders, staff and the public.
- A sound understanding and application of legislative frameworks underpinning adult social care, for example the Care Act and the Mental Capacity Act (MCA) and the Human Rights Act.
- Understanding of Occupational Therapy, statutory social work, including critical awareness of current issues and new evidence and best practice research
- Understanding of funding provision in a social care context and of funding streams within this
- A sound knowledge of the range of theories and models for Occupational Therapy intervention
- Knowledge and skills relating to safeguarding adult procedures and of managing complex, high risk situations.
- Knowledge of the roles and responsibilities of agencies providing services to adults, their carers and families.
- Time management and prioritisation skills.
- Ability to professionally manage difficult and challenging conversations with a range of stakeholders, staff and the public.
- Ability to take an appropriate course of action in line with legislative frameworks and GCC policies and procedures.
- Good level of IT literacy in Microsoft Office, including Teams, SharePoint, Word, and Outlook

- Ability to create effective working relationships with people we support and other professionals.
- Actively asks for and considers other people's views and opinions.
- Is available and approachable and takes time to consult and communicate.
- High level of effective verbal and written communications including effective report writing.
- Able to work well as part of a team and on own initiative
- Acknowledges, respects and responds to individual differences and diversity requirements, recognising discriminatory practices and inequality and is able to appropriately challenge others
- Works well under pressure
- Identifies and takes up opportunities for professional development and training relevant to the role
- Acts with integrity, honesty and impartiality
- Contributes to the development of the service
- Ability to operate in a climate of change and to embrace new ways of thinking and working
- Creativity and curiosity in practice, exploring options to solve dilemmas and problems.
- Highly organised with a solution focused, logical and innovative approach to challenges.

Education & Qualifications

Essential

- Occupational Therapy qualification
- HCPC registration with professional body in England
- Evidence of continuous professional development

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.