JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Moving and Handling Assessor
- Post Number: P25490
- Grade and SCP: Grade 8, SCP 19 - 22
- Directorate: Adult Social Care

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Occupational Therapy Service within Adult Social Care, you will play a vital role in supporting individuals to live independently, safely and with dignity. You will work collaboratively with people, families, carers, communities and partner organisations to identify strengths, build resilience and achieve outcomes that matter most to them.

Our Occupational Therapy Service promotes wellbeing, independence and choice through a strengths-based approach. In this role, you will undertake moving and handling assessments and provide advice within your competence, developing practical solutions that support people in their daily lives. Working with colleagues across health, housing, voluntary and community organisations, and independent providers, you will help deliver support that prevents, reduces or delays the need for ongoing care.

Overview of your role

As a Moving and Handling Assessor within the Occupational Therapy Service, you will work alongside Occupational Therapy colleagues to assess the moving and handling needs of adults and children across Shropshire. You will support the delivery of a responsive, person-centred service, helping people to move and be supported safely while promoting their independence, dignity and wellbeing.

Combining practical assessment with problem-solving, you will help identify suitable equipment and moving and handling approaches. You will provide advice to people, families, carers, colleagues and care settings, working with partner services to coordinate support in line with the Council's values, policies and service standards.

Who will your manager be and what will you be responsible for?

You will be:

- Reporting to the Occupational Therapy Team Manager, who is responsible for your health and safety, training and development.
- Receiving casework supervision, monitoring and support from Senior Occupational Therapists.

What will you be doing?

- Provide clear, practical advice on moving and handling equipment to people, families, carers and care settings, helping them understand their options and supporting safer everyday care.
- Plan and manage your allocated assessments for adults and children, exploring what matters to each person, their abilities, their environment and the support available. Identify proportionate equipment and moving and handling solutions that promote independence, dignity and choice, seeking advice from Senior Occupational Therapists where needs are complex or outside your competence.
- Review and trial recommended equipment in the person's home, involving them and those who support them to check suitability and practical use. Provide clear

guidance within your competence, review outcomes and coordinate with other agencies when further input is needed.

- Build effective working relationships with Occupational Therapy colleagues and partner services, drawing on shared expertise to resolve equipment queries and achieve coordinated support.
- Maintain and develop your knowledge of moving and handling equipment, techniques, relevant legislation, guidance and learning from practice. Share evidence-informed advice and practical ideas with colleagues to strengthen consistent practice and improve the support people receive.
- Develop your skills through relevant training, supervision and reflective discussion, using feedback and case reviews to build confidence and identify learning needs.
- Contribute to a supportive team by supporting colleagues and taking an active part in team discussions.
- Maintain timely, accurate digital records of assessments, recommendations and agreed actions so that decisions are clear and support is coordinated.
- Take a proactive, proportionate approach to risk, completing and documenting assessments in line with Shropshire Council's health and safety policies and procedures.
- Follow lone-working arrangements, recognise and report safeguarding concerns, and escalate risks or equipment concerns promptly through the appropriate channels.
- Champion inclusive, respectful practice, adapting your communication to individual needs and involving people meaningfully in decisions about their support. Recognise barriers to access and challenge discrimination appropriately.
- Work across Shropshire's communities, travelling extensively to visit people in their homes and planning your visits effectively to make the best use of time while responding to service priorities.
- Handle personal information securely and sensitively, sharing it appropriately to support coordinated care and following the Council's confidentiality, information governance and data protection requirements.

This outline captures the main responsibilities of the role. As the service develops, you will contribute flexibly to changing priorities and undertake other duties appropriate to the post, within your competence and with appropriate support.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

The postholder will be required to work flexibly across Council locations within the County, services or work settings where reasonably required to meet organisational needs. This may include temporary cover to provide service continuity arising from absence, vacancies, service pressures, a pandemic, epidemic, major incident and/or emergency (not an exhaustive list). Any alternative duties will be appropriate to the employee's skills, competencies and experience.

Your post is subject to the following:

- The post is permanent, for 22.5 hours per week.
- Normal office hours are 7am – 7pm Monday - Friday and 8am -1pm Saturday with a minimum lunch break of 30 minutes. The team's current working hours are 8.45 am–5 pm Monday–Thursday and 8.45 am–4 pm Friday. Occasional work may be required.
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.