

Job description

Job title:	Occupational Therapist (Adults)
Grade:	Level 1 – Grade 9 + 1 LMI* Level 2 – Grade 10 + 1 LMI* Level 3 – Grade 11 + 1 LMI*
Job evaluation reference:	HS533abc
Job family:	Health and Social Care

Purpose and impact

1. The purpose of this role is to ensure that adults in need of support receive tailored, professional, and person-centred services that promote their independence, wellbeing, and safety. By conducting assessments, creating support plans, and undertaking reviews, the postholder will identify needs, manage risks, and ensure that outcomes are achieved through effective use of available resources. Working collaboratively with health, community, and voluntary sectors, the role contributes to integrated care delivery and maximises preventative and recovery-focused services.
2. The impact of this position lies in safeguarding vulnerable individuals, empowering them to maintain healthier and more independent lives, and ensuring carers are supported. The role also strengthens community capacity, drives effective resource allocation, and ensures compliance with legal and organisational frameworks. Through professional expertise, the postholder will address complex cases, facilitate multi-agency collaboration, and contribute to the continuous development of services that benefit individuals and communities alike.

Key responsibilities

3. Conduct professional assessments to identify person-centred outcomes, manage risks, and develop support plans enabling individuals to live independently and healthily.
4. Collaborate with colleagues in health, community, and voluntary sectors to deliver integrated, resource-efficient services.
5. Ensure compliance with organisational policy and statutory responsibilities, including NHS and social care legislation.
6. Safeguard vulnerable individuals, supporting them in managing risks and promoting wellbeing.
7. Support carers in their roles, ensuring their needs are recognised and addressed.
8. Carry out timely reviews of support plans, evidencing the need for continuing support and services.
9. Provide advice and information to help individuals plan for future needs, use services effectively, and maximise prevention and recovery services.
10. Encourage the use of personal budgets and direct payments to promote choice and control for service users.
11. Undertake straightforward financial assessments and provide welfare benefits advice, signposting to specialist services where necessary.
12. Assist in identifying and developing community assets and resources to support healthy communities.
13. Communicate effectively with individuals to set realistic expectations of council-provided support and ensure resources are used effectively.



14. Actively contribute to integrated health and social care delivery, working with health partners and the voluntary sector.
15. Participate in team meetings, local office duty functions, and referral-taking activities.
16. Maintain accurate records on core computer systems and prepare reports for court proceedings when required.
17. Engage in supervision, appraisal, and continuous professional development activities, ensuring evidence of learning and adherence to competency frameworks.
18. Operate within financial and budgetary guidelines and contribute to service development projects.

Practitioner Level 1:

19. Demonstrate professional practice ability and competence at an entry level in line with the competency framework.
20. Undertake assessments and reviews for moderately complex cases, escalating complex cases as needed with support.
21. Conduct financial and moving and handling assessments.
22. Commission support to meet customer outcomes, maximising the use of financial and community resources.
23. Assess for and prescribe appropriate equipment and/or minor/major adaptations in moderately complex situations.
24. Assist with work familiarisation and induction support for other team members or students.

Practitioner Level 2:

25. Demonstrate professional practice ability and competence at an advanced practitioner level in line with the competency framework.
26. Take responsibility for moderately complex and complex caseloads, exercising professional judgement and discretion.
27. Chair review meetings and act as a specialist lead in joint case management meetings.
28. Assess for, provide advice on, and prescribe appropriate equipment and/or minor/major adaptations in increasingly complex situations.

Experienced Practitioner Level 3:

29. Demonstrate highly developed professional practice ability, detailed knowledge, and skills at an experienced practitioner level in line with the competency framework.
30. Manage complex caseloads, exercising professional autonomy and judgement to address high levels of conflict and risk.
31. Supervise and support OT students, providing day-to-day direction and practice supervision.
32. Act as a practice educator/supervisor and provide specialist training as required.
33. Assist the Area Practice Manager in co-ordinating team resources and delegating casework.
34. Deputise for the Area Practice Manager as appropriate.
35. Act as a knowledge resource for other staff in specialist areas, such as carers' support or the Mental Health Act.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



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Progression in Post

Progression between levels is contingent on the assessment of demonstrated competence against the competency framework and the organisation's need for higher-level responsibilities within the service.

Supervision and management

Reporting to: Appropriate manager

Responsibility for:

At all levels to assist with work familiarisation and induction support to other team members or students.

At Experienced Practitioner level, the post holder will have some responsibility to provide advice and guidance, day to direction and practice support to colleagues, but this will fall short of line management. Specific Experienced Practitioners may also be required to act as qualified Practice Educators providing practice education to OT students.

Other factors

36. The role occasionally involves demonstrating equipment to customers, typically of small or medium value. The postholder is also responsible for the secure use and safekeeping of data, though full system accountability is not required.
37. The role is primarily office-based but requires travel across localities to meet service demands. This includes working within the community, hospitals, and prison settings, often in collaboration with partner organisations and diverse customer groups. Lone working is a requirement of the role, with a potential risk of encountering verbal or physical abuse.

Labour Market Increments

**Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications / training / registrations	Assessed through:
Required by law or essential to the performance of the role or both	
1. Degree or equivalent in Occupational Therapy (eg Dip OT)	Application form
2. Current HCPC registration	Application form
Experience	
3. Experience of working within limited resources and applying best value principles ensuring best use of financial and community resources	Application form
4. Some experience of undertaking assessment; support planning and development and review of person-centred outcomes	Application form
Practitioner Level (Level 2)	
5. In addition to the above, demonstrable experience of undertaking effective assessment, support planning and development and review of person-centred outcomes	Application form
6. Experience of exercising of professional judgement, decision making, and the management of risk with a degree of autonomy in moderately complex situations e.g complex moving and handling assessment	Application form
7. Experience of team working and effective collaborative multi-agency working	Application form
Experienced Practitioner Level (Level 3)	
8. In addition to the above, demonstrable experience of exercising professional autonomy and effective decision making applying a high level of practice ability in effective assessment, development of person-centred outcomes a, support planning and review in a wide range of complex cases	Application form
9. Experience of leading work within a multi-disciplinary setting e.g. chairing meetings, undertaking service development work, training and development of staff	Application form
Skills, abilities & knowledge	
10. Evidence based decision-making and risk management skills	Interview Assessment
11. High level of written and oral communication skills	Interview Assessment
12. Negotiation and advocacy skills	Interview Assessment
13. High level of interpersonal skills	Interview Assessment
14. Ability to consult appropriately, operate within a team structure and contribute to team development	Interview Assessment
15. Demonstrable record keeping skills	Interview Assessment
16. Computer literacy	Interview Assessment



Our values	
17. Respect	Interview Assessment
18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment
Other	
22. Ability to fulfil the travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications / training / registrations	Assessed through:
23. Qualified Practice Educator	Application form

Approval

Manager's job title:
Date: June 2026



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