

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 11PCS | Role Title | Speech and Language Therapy Area Lead |
| Grade | PS11 | Reports to (role title) | Principal Therapy Lead |
| | | Directorate | Education, LifeLong Learning and Culture, Children Families and Learning |
| JE Band | 439-518 | Service | Early Intervention and Prevention Service |
| | | Team | Speech and Language Therapy |
| | | Date Role Profile was created | 06/12/2016 |

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

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| Role Purpose including key outputs | To lead and manage an area based team of speech and language therapists working within both specialist provision and mainstream. To work collaboratively with colleagues both within and external to SCC to provide coordinated child centred services that ensures good outcomes for children/ young people and their families. To lead on service development and key projects aimed at improving services and collaborative working with other agencies. To ensure that the financial and performance targets for the quadrant area are met. To support and contribute to the strategic leadership of the service alongside the Principal Therapy Lead. |
| Work Context | The post holder will lead and manage the quadrant area through regular team meetings, oversee the recruitment, performance and budget management of the quadrant. The post holder will meet regularly with the speech and language therapy service manager and other quadrant area leads to develop and meet service objects, key project and service development priorities. The post holder will hold an operational lead on a particular service area e.g. training, transition/ partnership working, service promotion and media, data and performance or outcome/impact measures. The post holder will hold specialist clinical skills and there will be opportunity for some clinical work at this level with complex clinical cases. |
| Line management responsibility if applicable | The post holder will line manage both clinical team leads and highly specialist therapists within the team and also any newly qualified therapists working to achieve autonomous status. The post holder will coordinate the line management and clinical supervision for the rest of the team of therapists and assistants. |
| Budget responsibility if applicable | Area monitoring |
| Representative Accountabilities Typical accountabilities in roles at this level in this job family | <p>Risk Management</p> <ul style="list-style-type: none"> Identify opportunities and risks associated with the service and escalate / report to management. Conduct assessments in complex or high risk circumstances ensuring appropriate actions are taken in response to identified safeguarding/wellbeing issues to increase the protection of vulnerable people. <p>Service Development</p> <ul style="list-style-type: none"> Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> Develop and implement plans for their own area and contribute to business and service planning. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> May monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures, or have indirect influence on wider service budget. |

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| | <p>Work with others</p> <ul style="list-style-type: none"> • Work with other service areas / partner professionals and organisations to assess and deliver individual service user needs and / or service objectives and priorities. <p>People Management</p> <ul style="list-style-type: none"> • Manage a defined team or area providing clear organisation, direction and development. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> |
| <p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p> | <ul style="list-style-type: none"> • Professional qualification and relevant registration where required with post qualification practical experience, or substantial relevant and practical experience across a number of areas and in depth specialist knowledge. • Deep understanding of relevant legislation and practice standards. • Knowledge and awareness of broader contextual factors affecting wider service delivery. • Ability to exercise evaluative judgement appropriately. • Ability to manage budgets in accordance with financial procedures. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals. • Competent in a range of IT tools including MS Office and database management systems. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff. • Satisfactory DBS clearance might be required. |
| <p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p> | <p>BSc (Hons) Degree or equivalent recognised degree in Speech and Language Therapy</p> <p>Registered Member of the Health, Care and Professions Council</p> <p>Registered Member of the Royal College of Speech and Language Therapists</p> <p>Enhanced DBS clearance</p> <p>Significant Experience of line management/ supervision</p> <p>Experience of leading a team</p> <p>Additional post graduate training in a specialist clinical area Evidence of additional learning and study in leadership</p> |

Role Summary

Roles at this level provide, manage and / or co-ordinate and contribute to promoting good practice and service development. They will require knowledge across a number of areas or in depth technical or specialist knowledge. They will typically work with those both inside and outside the organisation to influence the development of services or delivery of specific projects, establishing effective local working relationships and joint working arrangements. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions, and they may contribute to strategic developments in their area of expertise. They ensure that their services achieve the agreed financial and service standards, and will have professional auton and discretion within operational policies and precedents.

| Position | Name | Date confirmed benchmarking to JE Coordinator |
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| HR Advisor/Senior Advisor | Lucy Breedon | 23/12/2016 |
| To be completed by JE Coordinator | | |
| Reference Number | BM-2017-095 | |