**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title: Professional Adviser**

**Directorate: Practice & Development**

**Grade: *7***

**Hours: 0.8 wte**

**Accountable to: Assistant Director, Development & Research**

**Main Purpose of the post:**

**To progress CSP projects on physiotherapy workforce development, with a particular focus on advanced practice, practice-based learning and staffing levels**

**To provide advice to CSP members and external stakeholders on physiotherapy workforce development, with a particular focus on the above areas**

**To support and facilitate CSP member engagement with changes in health and social care, with an emphasis on demonstrating quality, value and productivity in new and**

**emerging structures and environments (again, particularly within the above particular focuses).**

**Main duties and responsibilities:**

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| --- | --- |
| **1.** | Identify, plan, develop and deliver projects/work programmes that meet identified corporate priorities within agreed timeframes |
| **2.** | Engage with new and emerging policy developments and their potential significance for CSP work programmes and projects , with a particular focus on physiotherapy workforce development  |
| **3.** | Provide leadership and professional advice to members, the public and other stakeholders, with a focus on advanced practice, practice-based learning and staffing levels  |
| **4.** | Provide advice to members and others, including through outward-facing, field-based activity, the CSP’s Professional Advice Service, developing and implementing resources |
| **5.** | Develop and implement strategies and approaches to inform and engage members to raise the profile of the profession and wider physiotherapy workforce, with a focus on improving services to patients and influencing change locally |
| **6.** | Work with colleagues to support and facilitate member engagement, including through national and local networks, with a particular focus on advanced practice, practice-based learning and staffing levels  |
| **7.** | Monitor and evaluate projects (including post-implementation) against agreed objectives, outputs, and outcomes, including through shaping and overseeing outsourced activity, where this can best meet member and business needs |
| **8.** | Report and provide progress updates on programme/project activity, outputs and outcomes, including through the CSP governance structure, member networks, and corporate planning processes |
| **9.** | Build links relevant to programmes and projects, including with P&D colleagues and other directorates, members and external stakeholders |
| **10.** | Promote the CSP and physiotherapy in the public domain through a range of communications channels  |
| **11.**  | Undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with changing needs and priorities.  |

The Chartered Society of Physiotherapy

## Person Specification Form

*The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.*

***E*** *– Essential requirements are those without which the job could not be done.*

***D*** *– Desirable criteria are those that may enable better or more immediate performance in a job.*

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL/**DESIRABLE****(E or D)** | **ASSESSED BY APPLICATION/****INTERVIEW/****TEST (A/I/T)** |
| **Educational Requirements** |  |  |
| A professional qualification providing eligibility for UK registration as a physiotherapist and membership of the CSP  | E | A/I |
| A UK or equivalent appropriate postgraduate qualification at Master’s level, or appropriate evidence of Masters level thinking and critical analysis | E |  A/I |
| **Previous Experience** |  |  |
| Contributing to service delivery/clinical practice and education/workforce development, including through a leadership role | E | A/I |
| Contributing to practice/service development and/or quality improvement activities | E | A/I |
| Designing, planning, delivering and evaluating projects  | E | A/I |
| Facilitating change, including through providing leadership to colleagues and stakeholders and working collaboratively with/within teams | E | A/I |
| Leading and facilitating workshops and delivering presentations  | E | A/I |
| **Professional/Technical and Occupational Requirements** |  |  |
| Registration with the Health and Care Professions Council | E | A/I |
| Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook  | E | A/I |
| Experience of using video-conferencing, social media and customer-relations systems | D | A/I |
| Evidence of continued professional development | E | A/I |
| **Skills and Knowledge**  |  |  |
| Knowledge and understanding of key issues impacting on the development and practice of physiotherapy practice, including changing models of care and workforce development  | E | A/I |
| Understanding of the main policy drivers for health and social care in the UK, including those relating to advanced practice, staffing levels and workforce growth (including through practice-based learning)  | E | A/I |
| Understanding of the knowledge and skills of the UK physiotherapy workforce and how this is developed and used, including in the context of changing models of service delivery and patient care  | E | A/I |
| Knowledge of the principles and methodologies underpinning clinical effectiveness and evidence-based practice  | E | A/I |
| Flexible approach to working, including the capacity to work both independently and as part of a team (within matrix arrangements)  | E | A/I |
| Able to organise and (re)prioritise own workload to meet competing priorities and to complete work of a good quality to defined deadlines | E | A/I |
| High-level communication skills, demonstrated in writing and verbally (including through the delivery of presentations)  | E | A/I |
| Able to communicate effectively with a range of internal and external stakeholders | E | A/I |
| **Other Requirements**  |  |  |
| Knowledge and understanding of equality and diversity principles and the ability to work to them in practice. | E | A/I |
| Take responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data. | E | A/I |
| An awareness of/commitment towards trade union principles  | E | A/I |
| Ability to undertake regular travel and some unsocial hours to engage in member-facing activity away from work base | E | A/I |

9th October 2018