**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title: Professional Adviser**

**Directorate: Practice & Development**

**Grade: *7***

**Hours: Full time (35 hours) Permanant**

**Accountable to: Head of Practice**

**Main Purpose of the post:**

**To provide advice and support to CSP members and external stakeholders on a range of professional matters relating to physiotherapy practice.**

**To support and facilitate local CSP member engagement with the Society’s national projects with specific responsibility for one UK region (North West, South West or West Midlands).**

**To contribute to the translation of policy and evidence into practice, focusing initially on the First Contact Practitioner programme.**

**Main duties and responsibilities:**

|  |  |
| --- | --- |
| **1.** | Identify, plan, develop and deliver projects/work programmes that meet identified corporate priorities within agreed timeframes, including contributing to the First Contact Practitioner programme. |
| **2.** | Engage with new and emerging policy developments and their potential significance for CSP work programmes and projects |
| **3.** | Provide leadership and professional advice to members, the public and other stakeholders |
| **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 existing CSP regional teams to support and facilitate member engagement, with particular responsibility for one UK region |
| **7.** | Monitor and evaluate projects (including post-implementation) against agreed objectives, outputs, and outcomes |
| **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** |  |  |
| Post qualification experience in service delivery/clinical practice, including through a leadership role | E | A/I |
| Significant clinical experience in musculoskeletal physiotherapy | D | A/I |
| Contributes to practice/service development and/or quality improvement activities | E | A/I |
| Designs, plans, delivers and evaluates projects including reporting | D | A/I |
| Facilitates change, including through providing leadership to colleagues and stakeholders and working collaboratively with/within teams | E | A/I |
| Leads and facilitates workshops and delivers presentations | E | A/I |
| **Professional/Technical and Occupational Requirements** |  |  |
| Member of the Chartered Society of Physiotherapy | E | A |
| Registration with the Health and Care Professions Council | E | A |
| Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook | E | A |
| 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 |
| Understands the main policy drivers for health and social care in the UK | E | A/I |
| Understands 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 high 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 |

**Recruitment Pack Information**

**Home based working at the CSP**

Some jobs advertised at the CSP may be described as having the flexibility to be office or home-based.

To be considered for a homeworking position the following pre-requisites need to be fulfilled.

* Your permanent place of residence has, as a minimum,18Mbps download speed[[1]](#footnote-1).
* You have a dedicated working space that meets Health and Safety requirements.

***Note:*** *job offers will be conditional and subject to CSP carrying out an assessment of your homeworking environment to ensure all necessary requirements are met*.

We also set the following expectations for home working to help you decide whether a homeworking role at the CSP is something you wish to pursue.

* CSP reserves the right to install its own connection should the speed or location of the existing connection be unsuitable. You must therefore have the necessary rights of way to and through your building for BT to install a line directly into the office location within your home if so required. The CSP will not recompense costs for any redecorations or reparations as a result of a installing a new connection.
* You will need to be IT literate and be comfortable with technology and able to be self-reliant. For example, you should be able to change a toner cartridge on a printer and unblock paper jams without assistance.

1. The CSP uses the BT online broadband speed checks to confirm download speeds in your location. The CSP will need your postcode / house name or number when conducting these checks prior to confirming offer. [↑](#footnote-ref-1)