The Chartered Society of Physiotherapy

**Job Description**

**Job Title: Head of Practice Improvement**

**Directorate: Practice & Development**

**Grade:** **8**

**Hours: 35 hours/week**

**Accountable to: Assistant Director of Practice & Development**

**Location: Home or London office with requirement of regular London presence (circa 2 days /week)**

**Responsible for: Practice Team**

**Main Purpose of Post**

Provide management and leadership to the Practice Team and its activities to contribute to the delivery of the corporate plan and strategy. To champion approaches to system improvement through the services offered by the Practice and Development Directorate.

**Main Duties & Responsibilities**

1. Undertake the day-to-day management and development, appraisal, supervision, and co-ordination of the Practice Team human resource.
2. Manage the Practice Team budget and contribute to risk management and business continuity planning in liaison with the Business Support Team Manager.
3. Lead the team to perform against corporate plans and contribute to planning and performance reporting processes.
4. With the Assistant Directors for Practice and Development, ensure knowledge of impact of UK-wide health and social care policy, and emerging physiotherapy practice, are reflected in the development and delivery of work programmes.
5. Identify, champion and implement frameworks and resources that support improvement within the UK health and care system.
6. Identify opportunities and promote the value of physiotherapy and support members and others to identify and articulate the value within local healthcare systems across the UK.
7. Working with colleagues across the organisation, identify and build stakeholder relationships ensuring these contribute to the value of CSP activity.
8. Represent the CSP, and act as an advocate for physiotherapy, at external events and liaise with other organisations and individuals to promote and further UK physiotherapy practice and development
9. The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. The post holder will undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

**Key relationships**

* Assistant Director (line manager)
* P&D Management team (senior peer team)
* Head of Policy and policy team (integration of policy into practice influenced by this relationship)
* Professional Committee, Council and other committees and working groups
* Professional Advice Team (core service delivery responsibility)
* CRE team (integrated approach for virtual regional team and member engagement)
* ERUS Field Officers (integrated approach for virtual regional team and member engagement)

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Person Specification

**Post: Head of Practice Improvement**

**Directorate: Practice & Development**

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| --- | --- | --- |
|  | 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 * A UK or equivalent appropriate postgraduate qualification to at least Master’s level or appropriate evidence of M level thinking and critical analysis or willingness to complete appropriate M level study * Leadership and/or management qualification appropriate to healthcare or extensive evidence of impact of continuing professional development in these domains | E  E  E | A  A/I  A/I |
| **PREVIOUS EXPERIENCE** |  |  |
| * Substantial experience of clinical practice * Recent experience of developing high-quality materials to support practice * Experience of leading and managing a staff team * Experience of taking projects from initiation through to completion * Leadership, management and direct contribution to service improvement and transformation activities * Experience of high-level liaison with external agencies | E  E  E  E  E  D | A/I  A/I  A/I  A/I  A/I  A/I |
| **PROFESSIONAL/TECHNICAL AND OCCUPATIONAL REQUIREMENTS** |  |  |
| * Appropriate professional body membership | E | A/I |
| **SKILLS/ABILITIES AND KNOWLEDGE** |  |  |
| * A high level of knowledge of clinical practice within physiotherapy and health care as a whole * A sound understanding of current health and care policy, and the impact on patients, the profession and practice of physiotherapy * Ability to lead and contribute to service improvement activity * The ability to liaise effectively across a wide range of agencies within the health care system * The ability to lead, manage and motivate a staff team effectively * The ability to absorb, synthesise and interpret complex information and ideas * Well-developed oral and written communication skills, including the ability to * Present complex information and ideas in a variety of formats * Produce discussion papers and position statements * Act as an advocate for physiotherapy * Excellent organisational and time management skills * Proven project management skills * The ability to manage and monitor budgets * Sound computer skills, including the ability to use Microsoft Office, the internet and to communicate by email * Knowledge and understanding of equalities and diversity issues and how to apply them in practice | E  E  E  E  E  E  E  E  E  E  E  E  E  E | A/I  A/I  A/I  A/I  I  I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **OTHER REQUIREMENTS** |  |  |
| * Ability to undertake travel in the UK that may require overnight stays * Commitment to the principles of CSP as a trade union * Model behaviour that demonstrates the CSP Values in all aspects of the role. | E  E  E | A/I  A/I  A/I |

**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)