**CHARTERED SOCIETY OF PHYSIOTHERAPY**

**JOB DESCRIPTION**

**Job Title:** Assistant Director, Practice & Development (P&D)

**Grade:**  9

**Location:** Office based in London

**Hours:** 0.5wte (17.5 hours)

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

**Responsible for:** Management of assigned teams including 4 direct reports, budgets and programmes of activity

**Working closely with:** Other members of the corporate Leadership Group and P&D management team; heads of policy and planning; cross-organisational programmes and project teams; CSP Professional Committee; member networks; external stakeholders and networks. Matrix working is central to this role.

**Main purpose of job**

* Deliver the CSP’s professional body role through initiating, leading and evaluating programmes of activity, with a particular focus on evidence-based practice, healthcare research and translation of evidence for practice.
* Develop and keep under review the CSP’s role as a professional body in response to changing population and patient needs and emergent opportunities for UK physiotherapy
* Contribute to the activity of the CSP Leadership Group to optimise the performance of the CSP in fulfilment of its strategic objectives and operational plan

**Main Duties and Responsibilities:**

1. Provide leadership and management within the directorate and via corporate structures and matrix working to contribute to the fulfilment of the CSP’s strategic objectives and operational plan
2. Lead, oversee and keep under critical review P&D’s support to members, including via consultancy, advice, resources and services
3. Engage and work with external stakeholders to optimise the positioning and influence of the CSP and UK physiotherapy
4. Engage and work with cross-organisational teams to ensure work on professional education, regulation and workforce development and deployment, supports the delivery of corporate objectives and priorities.
5. Promote the value and impact of the CSP and physiotherapy, including the outputs and outcomes of programmes and projects
6. Actively promote fulfilment the CSP’s values in all aspects of activity, including through cross-organisational working
7. Undertake any other duties as reasonably required by the Director.

Person specification

**The Chartered Society of Physiotherapy**

**Person Specification**

|  | **Essential/Desirable(E/D)** | **Assessed by Application/Interview/Test**  **(A/I/T)** |
| --- | --- | --- |
| **EDUCATIONAL REQUIREMENTS** |  |  |
| * Postgraduate degree, or evidence of equivalent-level learning and the ability to manage high levels of complexity, uncertainty and risk | E | A |
| **PREVIOUS EXPERIENCE** |  |  |
| * Practice as a physiotherapist, or other experience that has developed an in-depth, critical understanding of healthcare practice, and research * Initiating, developing and implementing resources and networking/engagement approaches to lead and support professional practice, learning or research * Developing and sustaining stakeholder relationships * Initiating, managing and evaluating programmes and projects * Acting as a member of a department- or corporate-level management team and active engagement in planning and managing performance, resources and risks * Staff management and development * Managing a budget | E  E  E  E  E  E  E | A/I  A  A/I  A/I  A/I  A/I  A/I |
| **PROFESSIONAL/TECHNICAL AND OCCUPATIONAL REQUIREMENTS** |  |  |
| * Professional/technical and occupational requirements:   + A physiotherapy qualification that provides eligibility for registration in the UK and current registration with the HCPC, or the demonstration of knowledge and skills that is relevant to the focus of the Assistant Director role   Expertise in the following areas:   * + Healthcare research   + Evidence-based practice   + Translation of evidence for practice   Expertise in one of more of the following areas:   * + Healthcare service delivery   + Healthcare service development/evaluation   + Healthcare policy   + Physiotherapy practice | E  E  D | A  A/I/T  A/I/T |
| **SKILLS/ABILITIES AND KNOWLEDGE** |  |  |
| * Understanding of the environments in which physiotherapy practice, learning and research occurs, and the opportunities and challenges presented by changing population, patient, service delivery and workforce requirements * The ability to lead programmes of activity, including through clear communication, active engagement and distributed models of leadership * The ability to identify and optimise the inter-dependencies between work areas and facilitate effective matrix working * The skills and ability to progress a coaching style of management to optimise individual and team performance in line with strategic priorities * The ability to foster and sustain collaborative working relationships with both organisational colleagues and external stakeholders. | E  E  E  E  E | A/I  A/I  A/I  A/I  A/I |
| **OTHER REQUIREMENTS** |  |  |
| * Adherence to and promotion of the CSP’s values * Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data. * Willingness to engage in regular travel and accommodate some overnight stays to fulfil role requirements | E  E  E | A/I  A/I  A/I |

Draft 16th September 2019