**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title: Professional Adviser**

**Directorate: Practice & Development**

**Grade: *7***

**Hours: Full-time**

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

**Main Purpose of the post:**

To provide advice to CSP members and external stakeholders on workforce issues relating to physiotherapy, with a focus on physiotherapy support worker development, the CSP’s offer to its associate members and associate member retention.

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/

emerging structures and environments.

**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.** | Identify new/emerging policy developments and their potential significance for progressing CSP work programmes/projects, with a focus on physiotherapy workforce and service delivery |
| **3.** | Provide leadership and professional advice to members, the public and other stakeholders, with a focus on physiotherapy support worker issues and responding to changing healthcare environments |
| **4.** | Provide advice to members and others, including through outward-facing, field-based activity and via the CSP’s Professional Advice Service, and resource development and implementation |
| **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, and with a focus on member retention and activity within the CSP’s associate member category |
| **7.** | Monitor and evaluate projects (including post-implementation) against agreed objectives, outcomes and deliverables. |
| **8.** | Report and provide updates on activity, including through the CSP governance structure, member networks, and corporate planning processes on the progress and outcomes of work programmes |
| **9.** | Build relevant links relating to work programmes, including with P&D colleagues and other directorates, projects, work programmes and stakeholders |
| **10.** | Promote the CSP and physiotherapy as an officer of the society 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. |

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## 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.*

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|  | | ESSENTIAL/ **DESIRABLE**  **(E or D)** | | **ASSESSED BY APPLICATION/**  **INTERVIEW/**  **TEST (A/I/T)** |
| **Educational Requirements** | |  | |  |
| 1. A professional qualification providing eligibility for UK registration as a physiotherapist and membership of the CSP. | | E | | A/I |
| 1. A UK or equivalent appropriate postgraduate qualification at Masters level or appropriate evidence of Masters level thinking and critical analysis. | | E | | A/I |
| **Previous Experience** | |  | |  |
| 1. Contributing to service delivery/clinical practice and education/workforce development, including through a leadership role. | | E | | A/I |
| 1. Contributing to practice/service development and/or quality improvement activities. | | E | | A/I |
| 1. Designing, planning, delivering and evaluating projects | | E | | A/I |
| 1. Facilitating change, including through providing leadership to colleagues and stakeholders and working collaboratively with/within teams. | | E | | A/I |
| 1. Leading and facilitating workshops and delivering presentations. | | E | | A/I |
| **Professional/Technical and Occupational Requirements** | |  | |  |
| 1. Registration with the Health and Care Professions Council. | | E | | A/I |
| 1. Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook | | E | | A/I |
| 1. Experience of using video-conferencing, social media and customer-relations systems. | | D | | A/I |
| 1. Evidence of continued professional development. | | E | | A/I |
| **Skills and Knowledge** |  | |  | |
| 1. 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 | |
| 1. Understanding of the main policy drivers for health and social care in the UK. | E | | A/I | |
| 1. Understanding of the knowledge and skills of the UK physiotherapy workforce and how this is developed and used, including in the context of change. | E | | A/I | |
| 1. Knowledge of the principles and methodologies underpinning clinical effectiveness and evidence-based practice. | E | | A/I | |
| 1. Flexible approach to working, including the capacity both to work independently and as part of a team (within matrix arrangements). | E | | A/I | |
| 1. 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 | |
| 1. High-level communication skills, demonstrated in writing, verbally (including through the delivery of presentations). | E | | A/I | |
| 1. Able to communicate effectively with a range of internal and external stakeholders. | E | | A/I | |
| **Other Requirements** |  | |  | |
| 1. Knowledge and understanding of equality and diversity principles and the ability to work to them in practice. | E | | A/I | |
| 1. Take responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data. | E | | A/I | |
| 1. An awareness of/commitment towards trade union principles. | E | | A/I | |
| 1. Ability to undertake regular travel and some unsocial hours to engage in member-facing activity away from work base. | E | | 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)