



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Occupational Therapist

£43,161.29 – £47,924.54



Contents Page

[Recruitment Process and Key Dates](#)

[Job Profile](#)



Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date 15/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Occupational Therapist/Care Manager

Initial Location: Kilncraigs

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Occupational Therapist Team Manager

Service: Clackmannanshire and Stirling Health and Social Care Partnership

Date last updated: 27/08/2026

Date if superseded:

Grading Section

Eval Ref: A4144

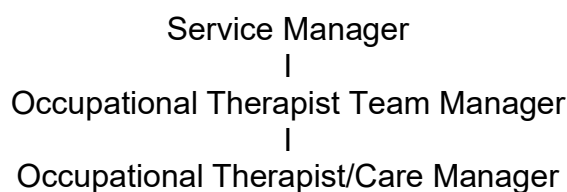
Post Number: Q52a3

Grade: 8

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

- To provide an Occupational Therapy and care management service, undertaking functional, environmental and holistic assessment to promote independence, safety and wellbeing within the home and community.
To promote safe moving and handling practice through assessment of risk, review of care arrangements and identification of support or training needs.
- To assess for, recommend and review equipment in line with good practice and Health and Social Care Partnership procedures.
- To assess for and progress minor and major adaptations, working with relevant agencies in line with good practice and Health and Social Care Partnership procedures.
- To undertake care management and wider Council Officer responsibilities, including assessment and review of care and support needs, risk management, Adult Support and Protection, statutory duties and participation in relevant formal processes as required.

- To work collaboratively with service users, carers, colleagues and partner agencies to achieve safe, proportionate and person-centred outcomes.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Manage an allocated caseload in accordance with agreed allocation, prioritisation and workload management arrangements.
- Undertake comprehensive Occupational Therapy and care management assessments, considering functional ability, occupational performance, mobility, transfers, personal care, environmental barriers, risk, carer needs and wider social circumstances.
- Assess for, recommend, arrange and review appropriate Occupational Therapy interventions to promote independence and safety within the home and community, including:
 - major adaptations such as ramps, stairlifts, adapted bathrooms and access solutions;
 - specialist equipment for bathing, seating, toileting, transfers, postural support and daily living;
 - moving and handling equipment and techniques; and
 - other environmental or practical interventions required to support safe care and independence.
- Undertake moving and handling assessments and provide professional recommendations regarding safe transfer techniques, equipment and support arrangements.
- Provide clear professional recommendations in relation to major adaptations and housing needs in line with the Health and Social Care Partnership equipment and adaptations eligibility criteria, considering assessed functional need, risk, long-term suitability of the property and appropriate alternative options.
- Work collaboratively with Housing, Health professionals, Social Work colleagues, equipment providers, contractors and other partner agencies to progress agreed interventions and achieve appropriate outcomes.
- Undertake care management responsibilities, including assessment and review of care and support needs, development and monitoring of care plans, long-term care planning and coordination of services.
- Promote and protect the welfare, independence and rights of service users, supported by appropriate professional and managerial advice.
- Provide advice, guidance and advocacy to service users, families and carers and liaise with other Council services and external organisations as required.
- Maintain clear and accurate professional records, assessments, recommendations and reports in accordance with Council policy, professional standards and relevant legislation.
- Undertake structured risk assessments where required and contribute to multi-agency risk management and care planning.
- Undertake assessment of need and risk in relation to vulnerable adult referrals and carry out duties arising from Adult Support and Protection procedures in accordance with legislation and local procedures.

- Once trained and competent in the role as a Council Officer, you may be required, as part of your allocated caseload, to prepare and present reports, provide professional recommendations, and contribute to Hearings, Case Conferences, Courts, Parole Boards or Tribunals as necessary.
- This outline is indicative of the nature and level of responsibility associated with the post and is not exhaustive. The post holder may be required to undertake other appropriate duties commensurate with the grade.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Professional qualification in Occupational Therapy	Application Certificate
2.	Registration with HCPC professional body	Application Certificate
3.	Experience of undertaking comprehensive functional, environmental, risk and care management assessments.	Interview
4.	Good organisational skills and the ability to prioritise competing demands	Interview
5.	Ability to work to and meet required timescales in a demanding environment	Interview
6.	Ability to work with other disciplines in partnership or collaboratively	Application
7.	Good Verbal and written communication skills	Application Interview
8.	Computer literate with an ability to record appropriately and produce suitable documents	Application
9.	Good assessment and report writing skills	Interview
10.	Ability to apply confidentiality and share information appropriately	Interview
11.	Good understanding of the issues which affect service users	Interview
12.	Ability to demonstrate a sound professional understanding of current relevant legislation and national policy objectives	Interview
13.	Ability to communicate complex or difficult information sensitively and manage conflict effectively.	Interview
14.	Risk management and casework skills	Interview
15.	Ability to work consistently, reliably and fairly while treating others with dignity and respect.	Interview
16.	Ability to work effectively as part of a team.	Application Interview
17.	Ability to travel efficiently and effectively between work locations	Application

18	Gain/maintain PVG Scheme Record/Scheme Record Update	Disclosure Scotland
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Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Relevant post-qualifying Occupational Therapy or Adult Social Care training.	Application Certificate
2.	Relevant post-qualifying experience within community Occupational Therapy or Adult Social Care.	Application Certificate
3.	Knowledge and experience of working within Local Government.	Application Interview
4.	Experience of managing a complex caseload.	Application Interview
5.	Knowledge and understanding of Health and Social Care Integration.	Application Interview
6.	Understanding of relevant national and local policy.	Application Interview
7.	Additional training or experience in Adult Support and Protection, moving and handling, housing adaptations or specialist equipment.	Application Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

- The post operates on a hybrid/flexible working basis, with an expectation that a minimum of 40% of working time is office-based.
- The post holder will work across office, community and service users' home environments and will be required to travel between work locations to meet operational requirements.
- Client-based assessments may involve working within different areas of properties and assessing bathrooms, stairs, entrances and other areas relevant to functional ability, equipment and adaptations.
- The role may require practical involvement in the assessment, demonstration and positioning of equipment and observation of mobility, transfers and moving and handling techniques.
- The post holder will ensure that electronic diaries and relevant lone-working arrangements are maintained in accordance with Council procedures.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

- Keyboard and computer skills are required to maintain records, complete assessments, produce reports and communicate professionally.
- The role also requires physical coordination when undertaking practical functional assessments, measuring environmental features, demonstrating or adjusting equipment, assessing transfers and observing moving and handling techniques.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- The post holder will exercise professional judgement and clinical reasoning when assessing functional ability, risk, environmental barriers, care needs and appropriate interventions.
- The role requires effective problem-solving, prioritisation and time management when managing a complex and changing caseload.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

- Sustained concentration is required when undertaking complex assessments, analysing risk, completing reports and making professional recommendations.
- The post holder must respond flexibly to urgent or changing circumstances, including complex adaptation, moving and handling, care management and Adult Support and Protection situations.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

- Supervisory responsibility for this post lies in the first instance with the Team Manager as appropriate to the Service area.
- The post holder will communicate complex assessments, risks and recommendations to service users, carers, colleagues and partner agencies, including where expectations differ from assessed need or available options.
- The role requires effective liaison with Health, Social Work, Housing, Technical Services, care providers and other agencies, and the preparation and presentation of reports to formal forums as required.
- The post holder will also undertake communication and multi-agency working in relation to Adult Support and Protection, including gathering and sharing relevant information, contributing to risk assessment and protection planning, and communicating sensitively in complex or distressing situations.

PERSONAL CONTACTS

Internal

Colleagues and other Social Work Services employees

Other Council employees

External

Voluntary and statutory organisations and Partnership agencies

Service Users and Carers

Health Service staff

Staff in other Local Authorities

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handling cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

- The post holder will communicate complex assessments and recommendations to service users, carers, colleagues and partner agencies, including where expectations differ from assessed need or available options.
- The role requires effective liaison with Health, Social Work, Housing, Technical Services, care providers and other agencies, and the preparation and presentation of reports to formal forums as required.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- As a registered Occupational Therapist, the post holder is professionally accountable for their assessment, clinical reasoning, recommendations and continuing professional development in accordance with HCPC Standards of Conduct, Performance and Ethics, Standards of Proficiency and relevant codes of practice.
- The post holder will work with a significant degree of autonomy, exercising professional judgement within their area of competence and seeking advice where required.
- They will maintain up-to-date knowledge of relevant legislation, policy and professional standards and contribute to service development, team meetings and wider Council or Partnership forums.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O

CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.