EMPLOYMENT **ZONE** **R&S 2**

Person Specification

Job title:	Occupational Therapist Technician
Job Family/ Grade/Level:	Technical Services/Grade 3/TS2
Summary of role:	Purpose: To support technical and specialised processes and deliver basic technical services. Reporting to the Technical Supervisor the main duties and responsibilities are: - • Installing, dismantling and uplifting technical aids for daily living and nursing equipment within service users' homes • Repairing and maintaining equipment within service users homes and dedicated sites • Providing accurate and precise detail of any work activities carried out utilising hand held technology • Liaising with Social Work and Health Care Services in relation to work carried out in a professional manner • Projecting and promoting a professional image while ensuring excellent customer care practices are adhered to • Complying with all elements of Health and Safety with relation to equipment, tools and PPE • Carrying out general vehicle checks and report any defects or repairs required to line manager • Completing vehicle log book with accurate and up to date information • Co-operating with the introduction of new procedures and/or new equipment/technology associated with the role • Dealing with any other duties as appropriate in line with the needs of GCHSCP In the course of carrying out your duties you may be required to wear a close fitting half-face respirator mask which requires an individual to be clean shaven.* *If you cannot be clean shaven due to religious, cultural, disability or medical reasons then exemptions and reasonable adjustments to this requirement will be considered.

	The above is not an exhaustive list of duties and you will be expected to perform tasks as necessitated by the council due to service change or changes in working practices.

Criteria	Essential	Desirable	Evidence
Education, qualifications & training	Possession of a full UKdriving licence	Working towards, English, Maths and another at standard grade (credit level) and/or equivalent Vocational Qualification.	Application form Qualification
Skills	Ability to operate machinery and equipment, carry out basic inspections and maintenance according to instruction Carry out a range of tasks within established routines and minimal supervision Can communicate with service users and maintain network of contacts to liaise with on operational issues Set up basic equipment, carry out routine maintenance/basic routine technical or regulatory service and be responsible for day to day operation Monitor levels of stock of basic equipment and supplies following procedures to ensure adequate resources are available		Application form Interview References

	Prepare and carry out straightforward tests and inspections following established routines, interpreting results and presenting accurate findings Ability to act on own initiative to make situations safe – replacing missing equipment Ability to undertake straightforward practical tasks in area, to set up and use technical equipment and relevant chemicals		
Knowledge	Ability to provide standard guidance and advice in own area in the use of equipment and techniques Ability to use equipment and specific IT applications appropriate to the job.	Awareness of the work of EquipU.	Application form Interview References
Other	Shows an enthusiastic and positive manner Has an ability to work alone or as part of a team Demonstrates a flexible approach to the needs of the business Prioritises the needs of the customer Can demonstrate the ability to deal with		Application form Interview References

	confidential matters where appropriate.		

Competencies		Evidence
Personal Effectiveness – Communicating Level 1	• You get on well with people, by explaining your ideas clearly, so that they understand you. • You speak clearly and calmly, and you're tactful. • You're a good listener. • You answer questions in the right way - promptly and accurately. • You make sure that people have understood you, and they know to pass the message on to others. • You write clearly, when needed, and in a way that people can understand. • You sort out information appropriately, and write, or input, it correctly.	Application form Interview References
Personal Effectiveness – Decision Making Level 1	• You find out what information you need, and then get it, to make the right decisions in the time you've got. • You base your decisions on what you understand and assume about the information you have. • You ask other people for their opinions. • You know when to refer to your manager. • You know what else could happen if you don't do something on time.	Application form Interview References
Delivering Results – Planning Level 1	• You organise your work by thinking about deadlines, promises, and how important the different tasks are. • You prepare in good time, for any future work you need to do. • You're realistic about the time you need to do a job, and will tell other people immediately if you can't do something. • You ask for help when you need to. • You only miss deadlines because of circumstances beyond your own control.	Application form Interview References
Delivering Results – Motivation Level 1	• You know what you're good at, and what role you prefer to play within a team. • You're keen to do things, and to do them well. • You work steadily to meet your targets. • You set new targets for yourself, once you've reached the old ones. • You enjoy a challenge. • You work well, even when time is short or things are difficult. • You don't mind being told when you've done something wrong.	Application form Interview References
Providing Excellent	• You're open about your own needs, and listen sensitively to other people's.	Application form

Customer Service – Collaboration (Level 1)	• You work with other people to find ways of solving problems. • You work flexibly and you're happy to help other employees. • You back-up team decisions and support the aims of the team. • You understand that your own job, and how you do it, helps to meet the team's goals. • You recognise and understand how people are different.	Interview References