Recruitment Profile

Post number	10606
Position title	Occupational Therapist
Grade	9A
Department	People
Location	Hawick Town Hall
Salary/Rate of Pay	£45,153.19 - £48,766.68 GBP per Year per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	0
Reports to post number	Occupational Therapy Service Manager
Registration requirements	SSSC or HCPC
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B1
Contract status	Permanent
Disclosure status	PVG Adults
Political restrictions	No
Role profile number	SC 7A
Business World post status	Permanent
Work pattern	Monday - Friday. Hybrid working available.
Vacancy number	SBO10579
Closing date	09.12.2026

Role purpose

To work as an Occupational Therapist undertaking a range of occupational therapy services including assessment and care management of service users' needs working within the legislative, policies and procedures framework.
To provide and maintain high standards of professional practice in Occupational Therapy in accordance with Health and Social Care policy and priorities set by Scottish Borders Council, the Royal College of Occupational Therapists and the Health and Care Professions Council.

Principal Duties & Responsibilities

• To undertake appropriate outcome focused Occupational Therapy assessments in line with the OT process.
• To promote and facilitate good moving and handling practice, including risk assessment, updating care plans and identifying training needs.
• Identify, recommend and evaluate appropriate resources to meet eligible assessed need including equipment, adaptations and housing.
• To develop and deliver reablement approach as a member of the multi-disciplinary team, promoting health and social well-being and supporting clients to achieve their identified outcomes.
• To participate in the development of a quality Occupational Therapy service which is person-centred, empathic and responsive to the needs and aspirations of people with health conditions, disabilities and their carers.

Recruitment Profile

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Diploma or degree in Occupational Therapy Registered with HCPC A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	Moving and Handling Risk Assessment/Facilitator accreditation Experience of single handed care
Skills, knowledge and competences	• Moving and Handling practice • Demonstrates knowledge of a wide range of assistive equipment to support independence, safety, and functional ability • Interpersonal and communication skills and the ability to work positively in partnership with colleagues, users and carers • Problem-solving skills to address complex physical, cognitive, and environmental challenges • Effective time management and organisational skills to manage caseloads and prioritise workload • Commitment to Continuing Professional Development (CPD) and evidence-based practice • Knowledge of community care and SDS legislation • Clear value base which includes an understanding of non-stigmatising and non-discriminatory practice • The ability to manage computerised recording and IT systems	• Experience in working within and understanding of the roles and functions of the various disciplines in community care • An awareness of Adult Protection legislation and issues that impact on individuals such as vulnerability, disability and the ageing process • Knowledge of Mosaic and STRATA
Experience	• Experience of working with adults and/or vulnerable people • Experience of working within a multidisciplinary context • Assessment, risk assessment and care planning skills which encourage	• Experience of working in an Adult Social Care and Health community setting

	an outcomes approach • Experience of using a reablement approach to care management	
Other	• Good communication skills • Adaptability and openness to change within evolving health and social care environments • Ability to work as a team player and on own initiative • Resilience and maturity in approach • Ability to foster positive and supportive working relationships	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)

- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.