

**Job Description –**

**Qualified Senior Psychological Wellbeing Practitioner**

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| Responsible to | Service Manager |
| Salary | £37, 338 per annum (band 6 entry NHS scale) pro rata |
| Hours per week | 18.75hrs per week  However, will consider full time dual role:   * 18.75hrs working as a Senior PWP * 18.75hrs working as a qualified PWP |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) |
| Main base | Oakland House |
| Contract | Permanent |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| To work with the service manager to support team members to deliver the service or project to a high standard.  To provide clinical supervision and case management supervision to a number of clinical staff, ensuring staff are supported and confident in their roles.  To support the service manager to deliver the service or project by facilitating the development of the team.  To support with the triage and duty function within the service, triaging new referrals and providing cover for internal duty risk management as needed. |

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| **Main duties of the post** |
| 1. To work with a team of staff to ensure that the team are cohesive and work well together |
| 1. To provide case management, advice, and guidance to team members. |
| 1. To help staff understand the KPI’s for the service, and help staff achieve them |
| 1. To develop and implement innovative ways of working with staff and service users |
| 1. To deliver or facilitate training and development opportunities for the team as required |
| 1. To ensure that relevant data and information is collected and where necessary collated for reports and recording |
| 1. To develop and maintain relationships with external organisations and agencies |
| 1. To carry a personal caseload including 1-1 and group interventions as needed |
| 1. To undertake appropriate administrative duties for the post |
| 1. To provide information for the manager to ensure that the service is compliant with relevant external regulatory requirements |
| 1. To represent the team and organisation at external events |
| 1. To support the management team with tasks such as recruitment |
| 1. To manage risk and safeguarding concerns, including providing risk duty for the team as needed |
| 1. To triage referrals, completing regular triage hours each week |
| 1. To support the vision to improve access for clients with long term conditions |

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| **General work-related expectations** |
| 1. To work within the Big Life group’s mission and values |
| 1. To contribute to the development of the Big Life group |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| Confident Managers | ✓ | Once | Discuss with line manager |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Safeguarding for Managers | ✓ | Every 3 years |  |
| Designated Safeguarding Lead Training | ⬩ |  | Potentially dependant on team size |
| Health and Safety (external IOSH) | ⬩ | Every 3 years | Potentially dependant on team size |
| Health and Safety internal/briefing | ✓ | Annual |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager.



**Person Specification – Senior Psychological Wellbeing Practitioner**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of managing staff or a project | A/I |
| 1. Experience of working with a range of service providers and stakeholders | A/I |
| 1. Experience of developing and improving services and projects | A/I/P |
| 1. Experience of effectively working under pressure in a dynamic environment | A/I |
| 1. Experience of providing psychological therapies within a Talking Therapies programme | A/I |
| **2.Skills** |  |
| 1. Ability to effectively manage staff and teams | A/I |
| 1. Ability to successfully contribute towards bids and tenders | A/I |
| 1. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally | A/I/T |
| 1. Ability to write reports and communicate well in English | A/I/ |
| 1. Ability to use IT (Word and relevant software including databases) | A/T |
| **3.Knowledge** |  |
| 1. Knowledge of the barriers that service users face when accessing mainstream services | A/I/P |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics) | A/I |
| **4.Education** |  |
| Qualifications required for the post |  |
| 1. Qualified Psychological Wellbeing practitioner (minimum 12months qualified) | E |
| 1. Qualified PWP supervisor or willingness/capability to gain | E |
| 1. PWP Registration with BABCP or BPS | E |
| 1. Long term conditions top up training or willingness/capability to gain | E |
| **5. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude | E |
| 1. Personal resilience and flexible attitude in the face of difficulties | E |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach | E |
| 1. Commitment to personal development and willingness to regularly update skills and experience | E |

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| **LEADERSHIP COMPENTENCY** | **Method of Assessment** |
| **SHAPES AND MANAGES STRATEGY** |  |
| 1. Inspires a sense of purpose and direction | Interview |
| 1. Focuses strategically | Interview |
| 1. Interprets and analyses information (including financial) and opportunities | Interview |
| 1. Shows judgement, intelligence, and common sense | Interview |
| **DRIVES RESULTS** |  |
| 1. Builds organisational skill and responsiveness | Interview |
| 1. Marshals’ professional expertise | Interview |
| 1. Steers and implements change and deals with uncertainty | Interview |
| 1. Delivers intended results | Interview |
| 1. Manages Resources | Interview |
| **BUILDS PRODUCTIVE RELATONSHIPS** |  |
| 1. Nurtures internal and external relationships | Interview |
| 1. Facilitates cooperation and partnerships | Interview |
| 1. Values individual differences and diversity | Interview |
| 1. Guides, coaches, and develops people | Interview |
| 1. Skill sharing | Interview |
| **EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS** |  |
| 1. Demonstrates the group values, professionalism, and probity | Interview |
| 1. Engages with risk and shows personal courage | Interview |
| 1. Commits to action | Interview |
| 1. Displays resilience | Interview |
| 1. Demonstrates self-awareness and a commitment to personal development | Interview |
| 1. Self-Management | Interview |
| **COMMUNICATES and INFLUENCES EFFECTIVELY** |  |
| 1. Communicates clearly | Interview |
| 1. Listens, understands, and adapts to audience | Interview |
| 1. Negotiates persuasively | Interview |
| 1. Influencing | Interview |