**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title: Head of Implementation Programme: First Contact Physiotherapy**

**Directorate: Practice & Development (P&D)**

**Team: Practice**

**Grade: 8**

**Hours: Fixed-term 8 months**

**Accountable to: Assistant Director Practice and Development**

**Responsible for*:***  **Band 5 Project Officer**

 **Matrix working:** delegating activities to staff outside of line management and directorate structures and to members within the FCP Network.

**Main Purpose of the post:**

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| To support the implementation and mobilisation of First Contact Physiotherapy roles in General Practice across the UK. Lead and develop the First Contact Physiotherapy Improvement and Transformation Network (FCPITN). Lead the evaluation of the Network. Work with and influence the work of key national stakeholders.  |

**Main duties and responsibilities**

|  |  |
| --- | --- |
| **1.** | Lead and manage the programme of work to facilitate the implementation of First Contact Physiotherapy roles in primary care across the UK |
| **2.** | Develop detailed Project Implementation Document and related project materials, establish programme structures and governance arrangements that meet CSP and CSP Charitable Trust requirements |
| **3.** | Lead the development and activity of the FCPITN including the co-production of resources |
| **4.** | Manage project staff and financial resources that meet CSP and CSP Charitable Trust requirements |
| **5.** | Establish the evaluation plan, including agreement of baseline data on which the FCPITN and its impact will be evaluated in early 2020 |
| **6.** | Work with national stakeholders to ensure integration of approaches across the separate NHSE, HEE and CSP FCP implementation evaluations |
| **7.** | Work with the Heads of Improvement & Transformation, Practice, and Research Development to ensure coordination and shared focus to resource development that supports CSP members to innovate, improve and transform services |
| **8.** | Develop relationships with members working to implement FCP roles, engaging them and gaining their commitment to the FCPITN |
| **9.** | Develop and agree an organising plan across the FCPITN and other CSP networks and groups that will enable the spread of learning |
| **10.** | Contribute to the work of the DirectorateManagement Team in budget setting, planning, risk management and delivery of corporate priorities |
| **11.**  | The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team. |

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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.*

|  |  |  |
| --- | --- | --- |
|  | 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 |
| 1. A UK or equivalent appropriate postgraduate qualification to at least Master’s level or appropriate evidence of M level thinking and critical analysis
 | E | A/I |
| 1. Leadership, management and / or quality improvement training or equivalent experience
 | E | A/I |
| **Previous Experience**  |  |  |
| 1. Clinical practice, with experience of MSK services at advanced practice level
 | E | A/I |
| 1. Leadership and management of a substantial programme of work, including
* financial management and control
* performance management
* contract management
* human resource management

delivering to target, within constraints and on time. | E | A/I |
| 1. Building partnerships and alliances with both internal and external stakeholders to the organisation
 | E | A/I |
| 1. Delivering, supporting and using quality improvement and evaluation methodologies within the healthcare environment
 | E | A/I |
| 1. Experience of complex business case development experience
 | D | A/I |
| 1. Experience of;
* managing high performing teams
* stakeholder engagement
* event design and customer engagement
* network engagement
 | E | A/I |
| **Professional/Technical and Occupational Requirements** |  |  |
| 1. CSP membership
 | E | A/I |
| **Skills and Knowledge**  |  |  |
| 1. Knowledge of the value and contribution of physiotherapy with the health and care environment
 | E | A/I |
| 1. Broad knowledge of current policy drivers and initiatives impacting on patient care, the profession of physiotherapy and effective physiotherapy practice
 | E | A/I |
| 1. Ability to lead and manage substantial programmes of work
 | E | A/I |
| 1. The ability to absorb, synthesise and interpret complex information
 | E | A/I |
| 1. The ability to build relationships and work effectively with internal and external stakeholders
 | E | A/I |
| 1. Well-developed oral and written communication skills, including the ability to

 * Present complex information and ideas in a variety of formats
* Translate field (practice) experience into tangible learning material for publication through various online media
* Act as an advocate for physiotherapy to broad range of stakeholders
 | E | A/I |
| 1. The ability to lead, develop and manage a matrix and a geographically dispersed team
 | E | A/I |
| 1. Ability to identify and use appropriate leadership and quality improvement approaches and methodology to influence and enable change
 | E | A/I |
| 1. Able to:
* Plan, design and deliver events that achieve their outcomes
* Identify appropriate Network activity and way of working
* Organise Network activity including links and relationships with other CSP networks and groups
 | E | A/I |
| 1. Expertise in Microsoft Office suite, online communications including social media the internet and to communicate by email
 | 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. Takes 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. Willingness to undertake the travelling and unsocial hours required of the post.
 | 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)