

The Chartered Society of Physiotherapy

Job Description

Job Title: Professional Adviser

Directorate: Practice & Development

Grade: 7

Hours: Full time (35 hours) permanent,

Accountable to: Assistant Director; workforce and education

Main Purpose of the post:

To provide advice and support to CSP members and external stakeholders on a range of professional matters relating to physiotherapy practice.

To engage with members locally to deliver the CSP corporate objectives and plans.

To contribute to national policy development that impacts on physiotherapy education and workforce development and the subsequent translation of policy and evidence into practice.

Main duties and responsibilities:

1.	Identify, plan, develop and deliver projects/work programmes that meet identified corporate priorities within agreed timeframes
2.	Engage with new and emerging policy developments and their potential significance for CSP work programmes and projects
3.	Provide leadership and professional advice to members, the public and other stakeholders
4.	Support members, and others to understand healthcare policy and its potential impact on patient care and the profession, including through outward-facing, field-based activity, the CSP's Professional Advice Service and developing and implementing resources
5.	Develop and implement strategies and approaches to inform and engage members to raise the profile the physiotherapy workforce, with a focus on improving services to patients and influencing change locally
6.	Work with existing CSP regional teams to support and facilitate member engagement, with particular responsibility for one UK geographical region

7.	Monitor and evaluate projects (including post-implementation) against agreed objectives, outputs, and outcomes
8.	Report and provide progress updates on programme/project activity, outputs and outcomes, including through the CSP governance structure, member networks, and corporate planning processes
9.	Build links relevant to programmes and projects, including with P&D colleagues and other directorates, members and external stakeholders
10.	Promote the CSP and physiotherapy in the public domain through a range of communications channels
11.	Undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with changing needs and priorities.

The Chartered Society of Physiotherapy 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		
A professional qualification providing eligibility for UK registration as a physiotherapist and membership of the CSP	E	A/I
A UK or equivalent appropriate postgraduate qualification at Master's level, or appropriate evidence of Masters level thinking and critical analysis	E	A/I
Previous Experience		
Post qualification experience in service delivery/clinical practice.	E	A/I

Significant experience of physiotherapy education and / or workforce development	E	A/I
Contributes to academic or clinical physiotherapy educational development and/or quality improvement activities	E	A/I
Designs, plans, delivers and evaluates projects including reporting	D	A/I
Facilitates change, including through providing leadership to colleagues and stakeholders and working collaboratively with/within teams	E	A/I
Leads and facilitates workshops and delivers presentations	E	A/I
Professional/Technical and Occupational Requirements		
Member of the Chartered Society of Physiotherapy	E	A
Registration with the Health and Care Professions Council	E	A
Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook	E	A
Experience of using video-conferencing, social media and customer-relations systems	D	A/I
Evidence of continued professional development	E	A/I
Skills and Knowledge		
Knowledge and understanding of key issues impacting on the development of physiotherapy practice, education and workforce development.	E	A/I
Understands the main policy drivers for health and social care in the UK	E	A/I
Understands the knowledge and skills of the UK physiotherapy workforce and how this is developed and used, including in the context of changing models of service delivery and patient care	E	A/I

Able to critically appraise and synthesise a wide range of evidence to develop a position	E	A/I
Flexible approach to working, including the capacity to work both independently and as part of a team (within matrix arrangements)	E	A/I
Able to organise and (re)prioritise own workload to meet competing priorities and to complete work of a high quality to defined deadlines	E	A/I
High-level communication skills, demonstrated in writing and verbally (including through the delivery of presentations)	E	A/I
Able to communicate effectively with a range of internal and external stakeholders	E	A/I
Other Requirements		
Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Take responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
An awareness of/commitment towards trade union principles	E	A/I
Ability to undertake regular travel and some unsocial hours to engage in member-facing activity away from work base	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 speed¹.
- You have a dedicated working space that meets Health and Safety requirements.

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.

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.