

The Chartered Society of Physiotherapy

Job Description

Job Title:	Head of Workforce and Education
Directorate:	Practice & Development
Grade:	8
Hours:	Full time, 35 hours per week
Responsible To:	Assistant Director P&D
Accountable For:	Education Advisers and Professional Advisers

Main Purpose of Post:

The Head of Workforce and Education will play a pivotal role in the strategic leadership for the quality assurance of pre and post registration physiotherapy education, student experience and workforce development.

The post holder will work strategically with a high degree of professional autonomy and decision making across a range of workstreams within agreed policies and priorities as set by CSP Council.

They will be expected to influence local and national policy and decision making where the impact is on physiotherapy education and workforce development. This includes working with the Director of Policy, Head of Policy to inform policy development in relation to physiotherapy education and development and ensure consistency and alignment with other CSP policies.

The post holder will work closely with managers and accountable leads across the CSP to support delivery of the corporate objectives.

Main Duties & Responsibilities:

1.	Represent the CSP and act as an advocate for physiotherapy with key stakeholders to promote inclusive, quality UK physiotherapy education and workforce development to enable excellent physiotherapy practice.
2.	Proactively developing strategic alliances with other relevant organisations e.g. Higher Education Institutions, Health and Care Professions Council, Council of Deans for Health, other professional bodies, arm's length bodies.
3.	Analysis of new opportunities and developments with relevance to widening access into physiotherapy education and development e.g., implementation of the apprenticeship agenda.
4.	Provides intelligence and analysis of data to lead on workforce development strategies across the following diverse portfolios: pre/post registration education, apprenticeship delivery, support worker development, preceptorship, enhanced, advanced and consultant levels of practice.
5.	Provides matrix leadership to a multi-professional team of 11 staff, with six direct reports, through a culture of support and empowerment.
6.	Work collaboratively with multi-professional stakeholders to develop and raise awareness of relevant education and workforce related policies, guidelines and strategies to influence change at a local and national level.

7.	Demonstrate independent decision-making, creativity, innovation and future focussed thinking to promote workforce growth and development in line with the CSP's strategic objectives.
8.	Solve problems by integrating knowledge sources that are sometimes incomplete and in new and unfamiliar contexts. Post holder will make complex judgements and deal with complaints.
9.	Accountability for successful delivery of external projects including management of large funds.
10.	Manage the W&E budgets, contributes to risk management and business continuity planning.
11.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. The post holder will 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/D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
Educational Requirements		
A professional qualification providing eligibility for UK registration as a physiotherapist – or a professional qualification for another appropriate profession providing eligibility for UK registration.	E	A/I
A UK or equivalent appropriate postgraduate qualification to at least Master's level or appropriate evidence of M level thinking and critical analysis or willingness to complete appropriate M level.	E	A/I
Previous Experience		
Leadership roles in physiotherapy education and/or workforce development/planning.	E	A/I
Experience in widening access and supporting equity and diversity of the upcoming and future workforce.	E	

Experience of leading innovation and managing change e.g., service/programme development, quality improvement.	E	A/I
Management of staff across matrix teams, reviewing and managing conflicting priorities as necessary.	E	A/I
Development and implementation of operational and financial plans for area of responsibility.	E	A/I
Skills/Abilities and Knowledge		
An in-depth level of knowledge of policy, legislation, and practices across the UK that impact on pre and post-registration physiotherapy education.	E	A/I/P
A high level of understanding of current policy and drivers that inform post registration workforce development e.g. preceptorship, enhanced, advanced and consultant levels of practice.	E	A/I/P
A good understanding of pre and post registration quality assurance and enhancement processes within physiotherapy education.	D	A/I/P
A high level of awareness and understanding of the current policy drivers, roles and value of the unregistered workforce.	D	A/I/P
Effective influencing, negotiating and advocacy skills.	D	A/I/P
Ability to regularly foster and sustain collaborative working relationships with a range of stakeholders both internally and externally including senior leaders from regulatory, professional, government, and academic bodies.	E	A/I/P
Effective leadership skills that inspire and facilitate empowerment of others.	E	A/I/P
Demonstrate effective problem-solving strategies to manage actual or potential risk.	E	A/I/P
Advanced project management skills, including capability in resource management.	D	A/I/P
Strong skills in synthesising, analysing and presenting complex data in a diverse range of subjects e.g. workforce, professional regulation, curriculum innovation.	D	A/I/P
Highly developed communication skills in situations that are unfamiliar, contentious and unpredictable.	E	A/I/P
Confident and proficient in using digital technologies to work collaboratively and productively in a hybrid working model.	E	A/I/P
Other Requirements		
A commitment to personal CPD and supporting the learning and development of others.	E	A/I
Ability to undertake regular (weekly) travel within the UK requiring overnight stays.	E	A/I
Commitment to the principles of CSP as a trade union and professional membership body.	D	A/I
Model behaviour that demonstrates the CSP values and commitment to equity, diversity and belonging in all aspects of the role.	E	A/I