



Person Specification & Job Description **Clinical Team Leader**

Person Specification

ESSENTIAL Academic Criteria

- Undergraduate degree in Social Work, Occupational Therapy, Speech and Language Therapy, Physiotherapy, Nursing or Postgraduate/Doctorate Degree in Clinical Psychology.

ESSENTIAL Clinical, Case Management and Managerial Experience

- At least three years full-time clinical/professional experience in a relevant setting potentially including rehabilitation, TBI, SCI, amputations, neurology, polytrauma or mental health etc;
- Minimum five years full-time case management experience;
- Clinical managerial experience including, managing clinicians and other staff, recruitment, quality, audit, compliance, policy and service development, etc.

ESSENTIAL Registrations

- Current registration with either, HCPC, SWE or NMC.

ESSENTIAL Skills

- Proficient written and spoken English language;
- Excellent formal report writing skills (in the personal injury/clinical negligence/compensation industry);
- Current driver's license.

Desired Criteria

- Membership with a relevant professional body (eg, RCOT, CSP etc);
- Membership with at least one of, BABICM, CMSUK, VRA or IRCM;
- Preference for Advanced BABICM status;
- Fluent with IT, the internet and cloud computing software (proficiency with Microsoft 365, SharePoint and iinsight preferable).
- Knowledge of the CQC and CQC Regulations.

Job Description – Clinical Team Lead

Job

- Full time permanently employed position, attractive salary package, flexible working options.

Commented [TMI]: Should this be Clinical Operations Manager?

Summary of Role

- This is the third most senior clinical role in the Company, reporting to the Clinical Services Manager and working closely with other managers, the Registered Manager and senior case managers;
- In addition to responsibilities for specific areas of the Company's operations (listed below) the Clinical Team Leader will carry a small case load (estimated 4-6 cases)
- The Clinical Team Leader works directly under the Clinical Services Manager (CSM) and acts as deputy to the CSM in supporting the safe, effective and efficient delivery of Ben Holden Ltd's clinical services.
- In addition to deputising for the CSM – offer occasional support to the Registered Manager, regarding the discharge of their responsibilities, including supporting the maintenance of high standards of care, quality and regulatory compliance in accordance with CQC requirements.
- The role encompasses the clinical and operational responsibilities set out within the current [Clinical Services Manager Job Description](#), which should be read alongside and forms the principal reference document for this role. The Clinical Team Leader will undertake those responsibilities as delegated by, and under the overall leadership of, the Clinical Services Manager, having regard to the scope and level of authority appropriate to the Clinical Team Leader position.
- Rather than duplicating the responsibilities contained within the Clinical Services Manager Job Description, this document sets out the specific responsibilities, delegated authority and areas of focus that distinguish the Clinical Team Leader role.
- In particular, the Clinical Team Leader will provide additional operational clinical leadership and management capacity; support and deputise for the Clinical Services Manager as required; contribute to clinical governance, quality and service development; support the clinical team with complex or escalated matters; and assist with the effective day-to-day management and development of clinical services.
- The Clinical Services Manager retains overall leadership and accountability for the Clinical Services function. The Clinical Team Leader will work closely with the Clinical Services Manager to ensure continuity of leadership, appropriate delegation and effective operational oversight across the service.

Commented [TM2]: Operations?

Line Management

- Reporting to the Clinical Services Manager

Flexible Working Options

- Predominantly home office based with frequent client meetings in the community;
- Regular meetings at the Company office in Coddensham and or Wherstead in Suffolk;
- Occasional requirement to travel anywhere in the UK for training, events, conferences etc.