



Lead Occupational Therapist

Job Description & Person Specification

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Version no.	Date	Summary of changes
1	03/09/2025	Draft created

Our mission

At STEPS Rehabilitation, our mission is to enable individuals to reach their fullest potential following catastrophic injury or illness, through expert, compassionate, and cutting-edge rehabilitation. We deliver bespoke, evidence-based therapies, led by an exceptional interdisciplinary team, to achieve the highest standards of recovery and life quality.

We build strong partnerships with clients, their families, and external professionals from the outset – ensuring rehabilitation programmes, discharge planning, communication, and support are seamless from day one.

As a nationally recognised, multi-award-winning residential centre for neurological and complex trauma rehabilitation, we welcome individuals aged 16 and over from across the UK and beyond.

Our work sets benchmarks in clinical excellence, innovation, and research in neurorehabilitation.

Our philosophy

We believe recovery is a truly collaborative journey, involving not only each individual but also their families and friends, who support their efforts every step of the way. We engage everyone as much as they wish in this process.

By harnessing each person's unique drive and determination, alongside our clinical expertise, unwavering care, and a blend of cutting-edge technologies, traditional therapies, and comprehensive residential rehabilitation, we strive to achieve the best possible outcomes.

We provide the tools and support individuals need to challenge themselves and push their recovery to its fullest potential, empowering them not only to recover – but to thrive.

Our people

We know that exceptional care begins with exceptional people. That's why we've built a specialist interdisciplinary team, who bring not only skill and experience, but real compassion to every interaction. We employ 180+ team members in both clinical positions and in business support roles and we are proud of the culture we have established where all team members share our philosophy, values and dedication to delivering excellent client care.

Our team is united by a common purpose, dedicated to continually learning from one another, and committed to giving their utmost for those we support.

We invest and nurture the development of our team, and through training, shared learning, and research, we give them the tools to grow, stay inspired, and remain at the forefront of their area of work.

Our values & behaviours

Care

We provide exceptional, individualised, holistic care that meets the emotional, physical, and psychological needs of each person.

Expected team behaviours:

- Show genuine concern for colleagues' wellbeing.
- Take responsibility for the impact of your actions on others.
- Treat everyone with kindness, patience, and understanding.

Family

Family is at the heart of everything we do. We welcome the involvement of loved ones throughout the rehabilitation process, in line with each individual's wishes.

Expected team behaviours:

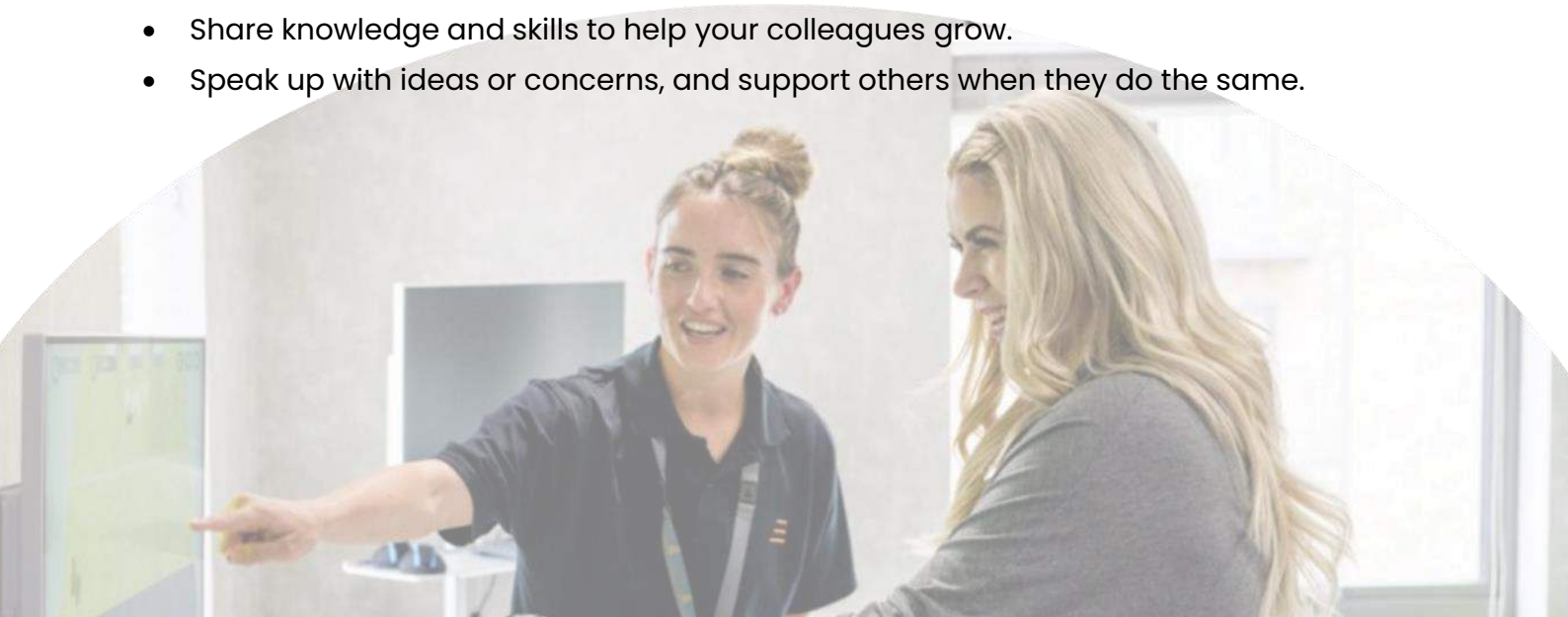
- Foster a sense of belonging by celebrating team wins and supporting each other through challenges.
- Respect personal boundaries and work-life balance.

Empowerment

We equip individuals with the tools, knowledge, and confidence to reach their optimal potential.

Expected team behaviours:

- Encourage others to take initiative and make decisions.
- Share knowledge and skills to help your colleagues grow.
- Speak up with ideas or concerns, and support others when they do the same.



Dignity

We treat every person with respect, compassion, and humanity – always.

Expected team behaviours:

- Honour commitments and follow through with integrity.
- Address conflict constructively and privately, never undermining others.

Collaboration

Recovery is a shared endeavour. Our strength lies in true teamwork – individuals, families, and team working together.

Expected team behaviours:

- Communicate openly and work together toward shared goals.
- Value diverse perspectives and seek input from others.
- Be generous with credit and celebrate team contributions.

Transparency

Honesty underpins all we do. From assessment and goal setting to outcomes and reporting, we are open, clear, and accountable.

Expected team behaviours:

- Share information clearly and promptly to avoid confusion or mistrust.
- Admit mistakes or wrongdoing and learn from them. Report any concerns.



A message from your Head of Department

As a Lead Occupational therapist, you play a key role in enabling clients to regain independence, confidence and quality of life.

Being part of the STEPS team means working collaboratively, supporting colleagues across disciplines, sharing knowledge and always keeping the client at the centre of what we do.

Success in this role is measured not just by clinical outcomes, but by the compassion, professionalism, and teamwork undertaken each day.

Lucy Wright

Head of Therapies

You can learn more about Lucy by clicking [here](#).



Job description

Job title: Lead Occupational Therapist

Reports to: Head of Therapies

Salary: £51,000–£58,200 depending on experience

Location: Alexander House, 30 Troutbeck Road, Sheffield S7 2QA

Hours of work: 30–37.5 hours per week

Purpose of the role:

The role supports the Head of Therapy (HOT) in providing leadership support to the Therapy team. The post holder will also be responsible for supporting the HOT in the service development, auditing, and reporting systems.

To promote STEPS values whilst contributing to the vision and mission of the service. The main role is to provide leadership support to occupational team which is currently made up of eight Occupational Therapists, one Occupational Therapy Assistant and one therapy technician and lead on the occupational therapy service development. You will take on delegated responsibilities as and when required by the HOT. The focus of the role is to also deliver effective, comprehensive, high standard assessments and evaluations for clients, including a high standard of report writing. There will be additional responsibilities that extend to the wider organisational goals working collaboratively with the other clinical leadership roles within STEPS.

Specific responsibilities

This Job description is an outline which reflects the present requirements of the post and is not intended to be exhaustive list of duties the post holder will be expected to fulfil.

- Provide clinical and operational leadership to the Occupational Therapy team.
- Oversee the service management and the direction of the Occupational therapy service.
- Lead on service development and evaluation including audits and research review.
- Participate in meetings, lead clinical audits, and contribute to policy development and clinical practice.
- Identify clinical priorities at both operational and strategic level, ensuring the highest standards of clinical and professional practice.
- To review equipment needs within occupational therapy service, ensuring a good awareness of new products, and emerging technologies in the UK and internationally.
- Work collaboratively with the IDT to enhance service delivery and client outcomes.
- Provide clinical leadership, support, and guidance to other staff team members
- To support the pre-admission assessment team as required
- To support the student placement programme within the Therapy department and facilitate the learning for both internal staff and visiting students
- To undertake initial assessments, reviews, and evaluation of occupational therapy strategies for residential clients from admission to discharge. To focus the team on creating goal attainment action plans for each client in order to support maximisation of individual capacity/capabilities
- Undertake comprehensive assessments of clients with a diverse and complex presentations. Use advanced clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition
- To be able to utilise highly developed therapeutic handling skills to support rehabilitation of a variety of neurological/complex trauma rehabilitation clients
- To be able to write and check comprehensive reports, to a high standard, appropriate to be shared with a variety of external bodies including medicolegal professionals.
- To involve client's and carers/family in the development and delivery of goals within the rehabilitation plan
- To adhere to and carry out individual client and departmental risk assessments
- To liaise effectively with appropriate members of the team regarding the progress of clients to optimise the outcome for each individual. This may include family and written reports to external bodies, e.g., NHS commissioners, solicitors, and case managers
- To act upon and escalate issues as required following STEPS guidance and operating procedures

- To be compliant with the clinical governance requirements operating within STEPS procedures
- To identify the need for audit and be involved in clinical audits as and when directed
- To contribute and lead on specific projects related to service development and delivery e.g., education, training and contributing to the setting and monitoring of practice standards, develop of new or enhanced services within the STEPS rehabilitation model
- To be involved in and oversee team involvement in Research and Development
- To represent STEPS, in line with our values at a variety of conferences and events.
- To adhere to the Royal College of OT code of ethics and professional conduct

Person specification

The requirements of this person specification will be assessed through your application, panel interview, engagement with the tour of our premises and introductions to team members and a task. No presentation is required.

Area	Essential	Desirable
Qualifications	<p>Registered with HCPC</p> <p>Educated to Master's degree level, or offering the equivalent specialist knowledge / expertise acquired through training and experience over an extended period of time</p> <p>Relevant postgraduate training in neurological rehabilitation, vocational rehabilitation, complex disability management, assistive technology or equivalent specialist area</p> <p>Training qualification / demonstrable experience in developing and delivering training programmes</p>	<p>Membership of Royal College of Occupational Therapists and a relevant specialist section group</p> <p>Leadership qualification or evidence of leadership training</p>
Experience	<p>Significant post-registration experience as an occupational therapist</p> <p>A minimum of 5 years Specialist Rehabilitation experience working with people following life changing injuries including at least one of the following areas:</p> <ul style="list-style-type: none"> • Traumatic brain injury • Spinal cord injury • Complex neurological conditions • Major trauma • Amputation and limb loss 	<p>A specialist level knowledge and qualification in varying areas of extended scope of practice</p> <p>Experience of playing an active role within specialist interest groups</p> <p>Experience working within the private healthcare sector</p> <p>Experience of working with medicolegal professionals</p> <p>Experience supporting individuals with challenging behaviour and cognitive impairment</p>

	<p>Demonstrable experience of managing a complex caseload with competing priorities</p> <p>A minimum of 2 years' experience in a leadership role, supervising and developing occupational therapy staff, providing supervision and mentorship</p> <p>Experience of training package development and delivery across relevant subject e.g., Data Protection and Clinical Training</p> <p>Experience of presenting case studies and research to peers within the workplace and conference events</p> <p>Experience of developing services within rehabilitation</p> <p>Experience of outcome measurement and rehabilitation data collection</p> <p>Able to write complex, analytical, well-structured, and well-argued reports for Board level audiences.</p> <p>Experience of policy development</p> <p>Experience of audit functions</p> <p>IT experience including Microsoft Office packages</p> <p>Experience of working within governance frameworks e.g., clinical systems, data management, complaints untoward incidents</p>	<p>Experience of leading on research and development projects</p> <p>Experience of managing budgets or resources</p> <p>Casting and Splinting experience</p> <p>Experience using a variety of rehabilitation technology.</p> <p>Experience in research and development.</p> <p>Experience in recruitment and workforce planning</p>
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	<p>Demonstrable experience and working knowledge of the Data Protection Act</p> <p>Documented evidence of continuing professional development.</p>	
<p>Personal Attributes</p>	<p>Creative, compassionate, innovative, inclusive and engaging approach to client care</p> <p>Excellent problem-solving skills</p> <p>Resilient and adaptable in complex clinical environments</p> <p>Excellent communicator both written and verbal. Able to demonstrate excellent listening skills</p> <p>Ability to present complex information clearly to a range of audiences</p> <p>Strong clinical reasoning and decision making skills</p> <p>Skilled in facilitating family meetings and difficult conversations</p> <p>Able to form key working relationships with colleagues, understand the dynamics of interdisciplinary working</p> <p>Excellent time management</p> <p>Full UK Driving Licence and willingness to drive WAV's as part of role</p>	

Equal
Opportunities

Ability to demonstrate an awareness of equality and diversity obligations when delivering care and also towards colleagues.

