

# Job Description

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<b>Job Title:</b>	Psychological Therapies Manager
<b>Department:</b>	Psychological Therapies
<b>Salary:</b>	Band 8a £53,755 - £60,504
<b>Hours:</b>	Full-time, 35 hours per week (Part-time hours will be considered)
<b>Reports to:</b>	Chief Executive Officer
<b>Location:</b>	Maryfield Complex, 100 Belfast Road, Holywood

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## MAIN PURPOSE

The main purpose of the role is to provide effective strategic leadership, clinical oversight and operational management of the Psychological Therapies Department, including the provision of clinical supervision and line management. The post holder will be an integral member of both the Psychological Therapies Team and Senior Leadership Team.

The post holder will ensure the effective delivery of highly specialist clinical assessment and evidence-based psychological interventions to clients experiencing significant psychological distress. The role will contain clinical duties including assessment, formulation and treatment to clients.

The post holder will work effectively with multi-disciplinary teams and a range of professionals and service users to facilitate involvement in service planning and delivery.

KEY RESPONSIBILITIES	
Strategic Leadership & Service Development	
1.	Lead and manage the development, implementation and review of multi-disciplinary psychological therapy pathways.
2.	Active involvement in the development and implementation of PRRT strategies and policies as a Member of the Senior Leadership Team.
3.	Responsible for the development and implementation of Business Plans and key performance indicators for the Psychological Therapies Department and to prepare capacity and progress reports.
4.	Appraise and pilot new initiatives to meet the changing needs of the client group and current best practice.
5.	Analyse, review and benchmark costs of new services and equipment to provide best value.
6.	Represent Psychological Therapies Department in multi-agency forums, clinical governance meetings and strategic planning groups.

7.	Establish working partnerships and work collaboratively internally and externally ensuring the delivery and ongoing development to shape services that are inclusive, accessible and responsive to client needs.
<b>Operational Management</b>	
8.	Responsible for management, collation and reporting of information from the Client Management System on throughput, capacity figures, waiting list data, activity data, performance metrics and other information related to demand and capacity for the Psychological Therapies Department.
9.	Directly manage psychology staff to include risk assessments, clinical governance arrangements, client focus and ensure best practice.
10.	Oversee the provision of outsourced services.
11.	Manage service budgets, staff resources and contracts efficiently in collaboration with Finance and HR Teams.
12.	Contribute to the planning and development of service reviews and audits as required.
13.	Oversee absence management, employee relations, performance management (including employee appraisals) and recruitment and selection procedures, in line with PRRT policies and procedures.
14.	Provide cover for the Clinical Lead as and when required.
<b>Clinical Governance</b>	
15.	Take a lead role in coordinating, planning and delivering specialist psychological services to the client group including: <ul style="list-style-type: none"> <li>a) Enhancing the psychological skills of staff in dealing with psychological distress</li> <li>b) Delivering highly specialist psychological interventions for clients experiencing significant psychological distress</li> </ul>
16.	Provide advice, mentoring, support and specialist supervision to the clinical team in their clinical practice to ensure safe and effective practice and clinical competence in line with professional codes of conduct and standards.
17.	Oversee clinical audit, outcome measurement and service evaluation ensuring practice meets best professional and evidence-based standards whilst supporting continuous improvement.
18.	Take a lead role in managing risk, safeguarding concerns and serious incident reviews related to psychological therapies.
19.	Ensure robust clinical supervision structures are in place and adhere to professional body requirements.
20.	Carry a reduced caseload of clients requiring highly specialist psychological interventions and to assess, formulate, plan, deliver and evaluate their psychological care.
21.	To support the development and implementation of effective Clinical Governance across the Psychological Therapies Department.
22.	To maintain and further develop high standards of clinical psychology practice through co-operative working / networking with other qualified Clinicians.
<b>General Responsibilities</b>	
23.	To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holders accrediting body and line manager.
24.	Lead and manage agreed multidisciplinary activities and projects across the Organisation.
25.	Maintain the highest standards of record keeping and comply with policies on confidentiality, accuracy and GDPR.

26.	Comply with organisational and departmental policies and procedures and be involved in review and updating of these as required.
27.	Represent PRRT at external events and meetings as required.
28.	Promote and demonstrate appropriate behaviours in line with PRRT values.
29.	Undertake any other duties which may be assigned to meet organisational need and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

**The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definitive list.**

# Person Specification

CRITERIA	Essential	Desirable	Method of assessment
<b>Qualifications &amp; Professional Development</b>			
	<p><b>EITHER:</b></p> <p>1. Doctorate in Clinical / Counselling Psychology or equivalent  <b>AND</b>            Post-doctoral training in Cognitive Behaviour Therapy / Psychology or Solution Focused Counselling or equivalent in clinical practice  <b>AND</b>            Current registration with the Health and Care Professions Council (HCPC)</p> <p><b>OR</b></p> <p>2. Current Accreditation with the British Association of Behavioural and Cognitive Psychotherapies (BABCP) as a CBT Therapist  <b>AND</b>            Current registration with the Health and Care Professions Council (HCPC)</p>	<ul style="list-style-type: none"> <li>• Qualified in EMDR</li> <li>• Formal clinical supervision / training qualification</li> </ul>	Application Form
<b>Experience</b>			
	<ul style="list-style-type: none"> <li>• Post-qualified experience as a Cognitive Behavioural Psychotherapist / Clinical / Counselling Psychologist working as part of a clinical team with adult clients</li> <li>• A minimum of 2 years' experience in each of the following:               <ol style="list-style-type: none"> <li>1. Line Management responsibility</li> <li>2. Clinical Supervision of psychological practitioners</li> <li>3. Active participation in quality and service improvement initiatives</li> </ol> </li> </ul>		Application Form / Assessment / Interview

## Key Skills and Abilities

	<ul style="list-style-type: none"><li>• Ability to communicate highly complex and highly sensitive information effectively to a wide range of people</li><li>• Able to engage with clients and work effectively in highly distressing and challenging circumstances</li><li>• Able to work flexibly and co-operatively as part of a team</li><li>• Able to use own initiative and make decisions independently</li><li>• Committed to continual quality and service improvement</li><li>• Excellent teamwork and interpersonal skills, including the ability to develop and maintain constructive working relationships with colleagues and all levels of staff</li><li>• Strong organisational skills</li><li>• Ability to interpret legislation and assess its implications for both clinical practice and professional management</li><li>• Maintain a strict code of confidentiality at all times</li><li>• Project management skills</li></ul>		Assessment / Interview
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## Special Knowledge

	<ul style="list-style-type: none"><li>• Extensive knowledge of risk assessment and risk management</li><li>• Evidence of continuing professional development as recommended by the appropriate accrediting body</li></ul>		Assessment / Interview
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## Other Requirements

	<ul style="list-style-type: none"><li>• Possess a full, current UK driving licence or have access to a form of transport which enables the full requirements of the post to be fulfilled</li></ul>		Application Form
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