

## JOB DESCRIPTION

<b>Job title</b>	Senior Assistant Psychologist
<b>Sector/Function</b>	Operational Performance Team
<b>Department</b>	Digital Product Development Team
<b>Reports to</b>	Clinical Psychologist
<b>Grade</b>	3

<b>Job purpose</b>	<p>To support and assist in the development of an evidence-based model of psycho-social interventions in Turning Point.</p> <p>To deliver staff training on the use of digital interventions and to coordinate and conduct user acceptance testing with staff and service users pre- and post-content release.</p> <p>The role will also involve audit and evaluation of a range of digital psycho-social interventions delivered by Turning Point staff. The post holder will be involved in collecting and collating outcome data to support service evaluation and carrying out various research projects in accordance with business needs and priorities.</p> <p>Finally, the role will involve developing and delivering webinars and workshops on a regular basis and on a range of topics (e.g. general health and wellbeing, mental health)</p>
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>▪ To develop and deliver webinars (e.g. health and wellbeing/mental health topics)</li> <li>▪ To build and develop resource materials for use in digital treatments.</li> <li>▪ To assist in the development of evidence based interventions to the benefit of clients and staff outside/across the organisation.</li> <li>• To undertake literature reviews to support the development of evidence-based digital content.</li> <li>• To develop and deliver staff training and workshops on digital interventions</li> <li>• To liaise with colleagues to ensure literature reviews are peer reviewed, including the review of others' work.</li> <li>• To review content developed by others providing constructive feedback.</li> <li>• Work collaboratively with colleagues to develop and utilise user appropriate imagery and multimedia content.</li> <li>▪ Coordinate and conduct user acceptance testing with staff and service users on both an individual and group basis prior to and following content release, collating feedback and amending content accordingly.</li> <li>▪ To participate in the involvement of service users in product developments and in gaining meaningful feedback from them to guide further modifications.</li> <li>• Support the implementation of digital content tools/interventions within services</li> <li>▪ To work within professional guidelines and support the systematic governance of psychological practice within the team, identifying and making use of opportunities for Continuing Professional Development (CPD).</li> </ul> <p>To ensure quality standards are maintained by:</p> <ul style="list-style-type: none"> <li>▪ Actively engaging in regular clinical supervision from the Clinical Psychologist in the team in accordance with professional practice guidelines.</li> <li>▪ Contributing to the maintenance of standards of practice according to Turning</li> </ul>

	<p>Point and any regulating, professional and accrediting bodies, e.g. BPS, and keep up to date on new recommendations/ guidelines set by the department of health, e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence as advised by the Clinical Psychologist.</p> <ul style="list-style-type: none"> <li>▪ Assisting the monitoring and evaluation of digital interventions by undertaking project-related research and evaluation projects.</li> <li>▪ Undertaking data collection, analysis, the production of reports and summaries using IT and statistical programmes, suitable for publication.</li> <li>▪ Undertaking searches of evidence-based literature and research to assist the Clinical Psychologist</li> <li>▪ Participate in all audits and inspections both internal and external</li> </ul>
	<p>To continuously review own performance and development needs to assist growth and development by:</p> <ul style="list-style-type: none"> <li>▪ Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework.</li> <li>▪ Participating in training and other development opportunities as agreed within the Performance Management process</li> <li>▪ Ensuring clear objectives are identified, discussed and reviewed with clinical supervisor and other senior staff on a regular basis as part of Continuing Professional Development (CPD).</li> </ul>
	<p>To ensure Health &amp; Safety standards are maintained and risk is mitigated to the lowest level possible by:-</p> <ul style="list-style-type: none"> <li>▪ Ensuring a safe working environment for self, and where appropriate, the team</li> <li>▪ Ensuring good standard of housekeeping is maintained within their own area</li> <li>▪ Ensuring risk assessments are completed when appropriate</li> <li>▪ Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained</li> <li>▪ Complying with all H&amp;S policies and procedures including serious untoward incidents and accident reporting</li> <li>▪ All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.</li> </ul>
	<p>To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> <li>▪ Meeting all regulatory requirements</li> <li>▪ Complying with Turning Point's Code of Conduct, policies and procedures</li> <li>▪ Working proactively to safeguard children and vulnerable adults</li> <li>▪ All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.</li> <li>▪ To maintain up-to-date knowledge of legislation, national and local policies and procedures.</li> <li>▪ Keep up to date all records in relation to Continued Professional Development (CPD) and ensure personal development plan maintains up to date knowledge of latest theoretical and service delivery models/developments.</li> </ul>

	To undertake any other duties reasonably requested by the line manager	
	To assist the Clinical Psychologist and the team in the implementation, development and delivery of the digital interventions by:- <ul style="list-style-type: none"> <li>Assisting in the development and implementation of procedures and policies.</li> <li>Attending relevant internal and external meetings as requested.</li> </ul>	
	To work collaboratively to develop the team by:- <ul style="list-style-type: none"> <li>Developing and co-ordinating professional links with other statutory and voluntary providers, ensuring a corporate approach is adopted.</li> <li>Ensuring the team and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>Proactively contributing to continuously improving the delivery of digital interventions by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>Meeting agreed performance targets and outcomes</li> </ul>	
	To ensure all interventions are developed and delivered in accordance with recognised standards by: - <ul style="list-style-type: none"> <li>Ensuring all services are delivered within NICE policy, BPS guidance, CQC standards and other national and regulatory policies, procedures and standards</li> </ul>	
	To ensure knowledge and Continued Professional Development (CPD) are maintained, including BPS registration (where applicable)  Be professionally obliged to act only within and not beyond the boundaries of their knowledge and competence.	
<b>Dimensions</b>	Direct reports	None
	Internal contacts	<ul style="list-style-type: none"> <li>Clinical Psychologist</li> <li>Operations Managers</li> <li>Clinical colleagues</li> <li>Team colleagues</li> <li>Peer Mentors</li> <li>TP Central Support services</li> <li>Colleagues across Business Units</li> <li>National Clinical Lead roles e.g. Head of Psychology</li> <li>Head of Operational Performance</li> <li>Transformation Managers</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>Service Users</li> <li>Carers/Friends/Family members</li> <li>Partner agencies (clinical and non-clinical)</li> <li>'Digital Solution' providers</li> <li>Academic institutions</li> </ul>
This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service developments		

## PERSON SPECIFICATION

<b>Job title</b>	Senior Assistant Psychologist	
<b>Personal effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills at all levels to engage, build relationships and influence.</li> <li>• Excellent communication skills – both verbal and written, with the ability to turn technical language into plain/simple English to enable clarity for service users, staff, colleagues and customers / commissioners.</li> <li>• Excellent presentation/communication skills for delivering webinars</li> <li>• Confidence and experience in developing and delivering training workshops</li> <li>• Robust and resilient personality that can respond and function within high pressure environments.</li> <li>• Adaptable and able to work in a challenging and changeable environment.</li> <li>• Builds exceptional relationships with a range of internal and external stakeholders including commissioners, to maximise outcomes.</li> <li>• Ability to self-manage time and priorities to deliver outputs to deadlines.</li> <li>• Ability to coordinate activities for the team and with a range of stakeholders/contributors</li> <li>• Ability to deliver against agreed objectives and targets.</li> <li>• High level of enthusiasm and motivation</li> <li>• Able to use supervision appropriately and effectively.</li> <li>• Ability to work from home</li> </ul>	
<b>Technical effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Able to source, review, analyse</li> </ul>	<ul style="list-style-type: none"> <li>• Audit skills</li> </ul>

	<p>and collate academic material into full subject/intervention literature reviews</p> <ul style="list-style-type: none"> <li>• Experience of research design and data analysis using statistical software</li> <li>• Excellent verbal and written communication skills</li> <li>• IT competence to create e-modules using an online platform</li> <li>• Demonstrate a sound understanding of the principles surrounding safeguarding and risk management</li> <li>• Demonstrates a knowledge of the issues surrounding work and other social factors: the impact they can have on mental health and substance use</li> <li>• Demonstrates an understanding for the need to use evidence-based psychological therapies and how they relate to substance misuse, mental health and learning disability services</li> <li>• Knowledge and understanding of cognitive-behavioural principles and behaviour change techniques</li> <li>• Able to develop evidence-based e-module content using appropriate behaviour change techniques</li> <li>• Good understanding of issues surrounding clinical risk</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Primary Care Services</li> </ul>
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Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Hons Degree in Psychology at 2:1 or above.</li> <li>• Entitlement to Graduate Membership of the British Psychological Society</li> <li>• Application of psychological theories in a practical setting</li> <li>• Experience of working with people with mental health problems and/or substance misuse problems in a health or social care setting.</li> <li>• Further post-graduate training in relevant areas of</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate research experience</li> <li>• Experience of developing evidence based self-guided interventions</li> </ul>

	professional psychology, mental health practice and/or research design and analysis. <ul style="list-style-type: none"> <li>• Experience of working as an Assistant Psychologist, Research Assistant or similar</li> </ul>	
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Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Contribute to Turning Point's Clinical Governance Framework.</li> <li>• Self-motivated, organised and able to prioritise own workload.</li> <li>• Capacity to travel to different geographical locations, and on occasion stay away overnight.</li> </ul>	