

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

Job Title:	Blue Badge Independent Mobility Assessment (IMA) Assessor
Salary:	SCP 27 – 30 (£37,035 - £39,513)
Grade:	10
Hours:	15 hours per week
Team:	Blue Badge Team
Service Area:	Customer Service Centre, Customer Experience
Primary Location:	County Hall, Oxford, OX1 1ND and
Budget responsibility:	None
Responsible to:	Team Leader, Customer Resolution Team
Responsible for:	No Direct Reports
Political Restricted Post:	No

### Job Purpose

To carry out independent assessments to determine eligibility for disabled people in relation to Blue Badges, according to government (Department for Transport) specified eligibility criteria. To provide professional oversight and perform a specialist healthcare professional role in relation to disabled people who have applied complex health and social needs. To have regular in person customer contact with Oxfordshire residents and their families in relation to the Blue Badge scheme, facilitating County wide clinics for Blue Badge assessment.

The clinics are currently undertaken face to face twice a week at Shotover View, Craufurd Road, Horspath, Oxford, OX4 2SQ. There is a positive opportunity to consider county wide clinics and it is therefore expected that sites can be attended in person as needed These are scheduled on a location rota basis.

Support the Blue Badge Team with complex decision making regarding Blue Badge assessments and to provide coaching and development to the Customer Service Advisor's on their knowledge and understand concerning Blue Badge applications.

### Job Responsibilities

- With professional oversight of the Blue Badge process, make a final decision to approve or refuse any applicant sent for face-to-face assessment
- To manage request for reviews of blue badge applications and make a final decision about the outcome of the application using professional knowledge, skills and judgement.

- Undertake comprehensive face to face assessments of children and adults with long term conditions at agreed locations to assess eligibility for disabled blue badges
- To assess the functional needs of disabled people and complete recommendations to meet their complex needs, providing appropriate support through the Blue Badge Scheme.
- To provide help and advice to service users, their families and other carers-teaching them to optimise the service user's functional ability and independence.
- Keep comprehensive records of assessments, scores and recommendations that can be used in the case of appeal or fraud claims and to produce statistics as required.
- To maintain and develop professional knowledge and be conversant with professional developments, evidencing sound critical appraisal skills and continuing professional development with a sound understanding of Clinical Governance, to be evidenced during biannual supervisions with internal Occupational Therapist
- Support with ongoing training and development of the Blue Badge Team in line with legislation issued by the Department for Transport.
- To participate in staff and service developments through attendance at service meetings, and in service training sessions, including taking a lead in facilitating such events and presenting information as appropriate.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
A professional qualification in Occupational Therapy or Physiotherapy - Must be registered with their own Professional Board and the HCPC.	A, I, D
	A, I, D

Established experience of assessing and identifying the requirements of people with complex needs in a community social care, health or similar setting.	A, I
A high level of knowledge of relevant legislation and policies relating to social care, health and housing organisations.	A, I
An understanding of the complex interaction between health, housing and social issues, and their impact on functional ability.	A, I
Excellent interpersonal, persuasion and negotiation skills, to influence service users, agency staff and other colleagues/ professional to gain the best desirable outcomes.	I
	I
Expert knowledge of long-term physical conditions and non-physical conditions	I
Excellent assessment, clinical reasoning and reflective practice skills.	A, I
Excellent planning, organisational and time management skills.	I
Excellent communication and digital record keeping skills.	I
	A, I
	A
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Expert knowledge of best practice frameworks and guidance, relevant Blue Badge criteria.	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration

<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public

<input type="checkbox"/>	Other (please specify):
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February 2025