

# Job Description & Person Specification

**Post Title:** Driver Assessor (Occupational Therapist) – Maternity Cover (12 Months)

**Location:** Sheffield, with outreach clinics in Doncaster and surrounding areas

**Line Manager:** Driver Assessor Team Leader (Senior Occupational Therapist)

**Salary:** Starting salary £31,049 per annum, depending on experience + pension contribution

**Hours:** 37.5 hours per week, worked Monday to Thursday, with some hybrid working permitted

**Start Date:** August 2026

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## Job Purpose

1. To manage own caseload and work as an autonomous practitioner, undertaking physical, cognitive and practical assessments.
  2. To provide high quality, concise and professional reports with clearly identified recommendations for clients and referrers within agreed timeframes.
  3. To participate in and carry out specialised medical fitness to drive assessments and provide advice and information on vehicle adaptations that may assist a client to return to driving, continue driving or begin driving for the first time.
  4. To assess and identify suitable methods and equipment to enable a client to transfer in and out of a vehicle or travel safely in a wheelchair accessible vehicle.
  5. Following specialist training, to assess clients' ability to drive, transfer in and out of vehicles, use vehicle adaptations (e.g. hand controls) and safely stow mobility equipment such as powered wheelchairs.
  6. To contribute to service delivery, continuous improvement and promotion of the work of the William Merritt Centre.
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## Key Working Relationships

The post holder will work closely with:

- Senior Management Team
- Driver Assessment Team
- Approved Driving Instructors (ADIs)
- Health and Social Care Professionals
- Driving Mobility Centres
- DVLA and Motability
- NHS and Rehabilitation Services

- Retailers and Conversion Specialists
  - Clients, carers and members of the public
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## Job Description

### Clinical Practice / Workload Management

1. To be professionally and legally accountable for all aspects of own work and maintain high standards of clinical care.
2. To independently manage a caseload of driver, passenger and outdoor mobility assessments, often working autonomously.
3. To undertake comprehensive assessments of clients with physical, cognitive, neurological and learning impairments, including those with complex or multiple conditions.
4. To undertake assessments informed by evidence-based practice, specialist training and professional development.
5. To identify physical, cognitive and psychosocial factors that may impact assessment outcomes and recommendations.
6. To build effective working relationships with external agencies including NHS services, Adult Social Care, DVLA, Motability and equipment providers.
7. To ensure clients feel informed, supported and at ease throughout the assessment process.
8. To communicate sensitively and effectively with clients who may experience anxiety, distress or frustration.
9. To support the Approved Driving Instructor (ADI) during assessments by providing clinical insight into a client's needs and potential risks.
10. To communicate assessment outcomes clearly and professionally, including situations where difficult or sensitive information must be shared.
11. To ensure clients understand any recommendations made, including responsibilities relating to notifying the DVLA where appropriate.
12. To undertake risk assessments in line with William Merritt Centre policies and procedures.
13. To ensure the safe use of equipment including vehicles, vehicle adaptations, wheelchairs and moving and handling equipment.
14. To coordinate equipment required for assessments and liaise with external agencies where necessary.
15. To participate in referral discussions, screening and service planning.
16. To provide information and advice regarding assistive technology, vehicle adaptations and mobility solutions.
17. To contribute to the development of displays, resources and information materials within the Centre.
18. To undertake outreach clinics in Doncaster and surrounding areas. A vehicle will be provided for outreach travel.
19. To work in accordance with Health and Safety legislation and maintain the physical capability required to undertake assessments safely.

20. To maintain HCPC registration and work within professional standards and codes of conduct.
  21. To contribute to flexible working practices to meet service and organisational needs, including occasional promotional or educational events.
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## **Communication / Documentation / Information Resources**

1. To maintain accurate, timely and comprehensive clinical records and assessment documentation.
  2. To provide accurate statistical information to support service monitoring and reporting requirements.
  3. To establish and maintain effective communication with colleagues, healthcare professionals and external agencies.
  4. To sensitively discuss assessment outcomes with clients, carers and family members where appropriate.
  5. To maintain confidentiality and comply with data protection requirements at all times.
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## **Education and Training**

1. To demonstrate competent IT skills including the use of Outlook, Word, Excel and other Microsoft Office applications.
  2. To contribute to the training and development of staff within the Centre.
  3. To promote awareness of the William Merritt Centre through presentations, events and professional engagement activities.
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## **Leadership / Supervision / Appraisal**

1. To participate in professional and clinical supervision.
  2. To engage in peer support sessions and reflective practice.
  3. To support administrative staff and Approved Driving Instructors as required.
  4. To contribute to the allocation and coordination of support work within the team.
  5. To support student Occupational Therapists during placements where appropriate.
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## **Resource Monitoring**

1. To liaise with manufacturers and retailers regarding equipment loans and demonstrations.
2. To contribute to maintaining equipment records and service histories.

## Implementing Change / Service Development

1. To contribute to operational planning and service development initiatives.
  2. To support implementation of policy and procedural changes.
  3. To represent the William Merritt Centre professionally at meetings and external events where required.
  4. To participate in Driving Mobility meetings and professional networks to support national standards development.
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## Professional Development

1. To continually review and develop professional knowledge and practice through supervision and reflective learning.
  2. To maintain professional competence and fitness to practise.
  3. To identify and participate in ongoing training and development opportunities.
  4. To maintain a Continuing Professional Development (CPD) portfolio in line with HCPC standards.
  5. To attend mandatory training and required updates.
  6. To comply with organisational policies and statutory requirements including Health & Safety, Equality & Diversity and Confidentiality.
  7. To undertake any other duties appropriate to the level of the post as agreed with the line manager.
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## Additional Information

The William Merritt Centre is a well-established charity and social enterprise providing specialist assessment, advice and information services across Yorkshire.

This post is primarily based in Sheffield with regular outreach work in Doncaster and surrounding areas. Some hybrid working may be permitted in line with service needs.

### Personnel Specification

Title of Post:	Driver Assessor (Occupational Therapist)
Location:	<b>Sheffield</b> – with Doncaster outreach

Category	Essential/Desirable	Description	Means of Assessment
<b>Knowledge and Experience</b>	Essential	Working knowledge of a broad range of physical and cognitive conditions in adults and older people.  Experience of carrying out Occupational Therapy assessments.	Application Form  Application Form/Interview  Application form
	Desirable	1-3 years post-graduation work experience.  Experience of carrying out cognitive standardised and non-standardised Occupational Therapy assessments.  Contribution to education / CPD and training of colleagues	Application Form/Interview  Application Form/Interview
<b>Skills and Abilities</b>	Essential	Ability to use clinical reasoning to inform practice and make sound decisions.  Ability to communicate clearly and present information, written and orally in a clear and logical manner  To contribute to service development  To remain up to date with professional practice  Ability to understand the legal implications of the profession  Ability to cope with stressful situations  To demonstrate competent IT skills and ability to learn.	Application Form/Interview
	Desirable	To demonstrate good presentation skills	Application Form/Interview

<b>Training and Education</b>	Essential	Degree/Diploma in Occupational Therapy HCPC Registration.	Application Form/Certification
	Desirable	Membership of professional body  Evidence of CPD maintained in a professional portfolio.  Awarded the Driving Assessment and Outdoor Mobility certificate.	Application Form/Certification  Interview/ Professional Portfolio  Application
<b>Personal attributes</b>	Essential	Ability to maintain judgment under pressure and deal with complex medical conditions  Ability to solve problems and think flexibly to solve them  Reliable and flexible in approach to complex situations and service developments  Team worker – being able to work with clinical and non-clinical support staff  Knowledge of the work of The William Merritt Centre  Ability to cope with organisational change  Ability to develop rapport with clients quickly	Application Form/Interview  References
	Desirable		Interview