



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	Blue Badge Assessor		
GRADE: JOB CODE:	G8 ASC14BLUEG8 JE checked 18/05/2022	SERVICE AREA:	Administration and Business Support
REPORTS TO:	Business Support Manager	LOCATION:	Blended working
SPECIAL CONDITIONS:	<p>Registered as an Occupational therapist with the HCPC Or Registered as a Physiotherapist with the HCPC Or Registered as a General Nurse with NMC</p> <p>Some working outside normal working hours may be required</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</p>		

1. Main purpose of the job role:

- In accordance with the Department for Transport (DfT) Guidance, provide independent mobility assessments to Blue Badge applicants.
- In accordance with Government secondary legislative changes to the Blue Badge Guidance to include 'hidden disabilities', to provide parity to both mental and physical health conditions for eligible applicants, providing independent assessments to establish eligible applicants.
- Access the National Fraud Initiative (NFI) system for the purposes of data matching.

2. Role specific duties and accountabilities:

- To undertake independent mobility and or hidden disability assessments of adults and older people in accordance with DfT guidelines.
- To undertake independent mobility and or hidden disability assessments of children with disabilities in line with DfT guidelines.
- To maintain up-to-date knowledge of DfT guidelines and ensure any changes are appropriately incorporated into practice.
- To access the secure NFI system on a bi-annual basis to match Blue Badge parking permits to the Department for Work and Pensions (DWP) deceased data.
- To contribute to the overall development of the Blue Badge Service
- To contribute to the development and monitoring of policies and procedures.
- To work proactively with other agencies and other departments of the Local Authority in carrying out assessments and providing service.

- To be actively involved in the development of quality standards for the Blue Badge Service and ensure that the quality of service provided meets the agreed standards.
- To work at all times in accordance with the policies and procedures of Walsall Council
- To use IT equipment within the context of the role, maintain electronic case records and documentation in accordance with current procedures, policy and practice.
- To assist in the collection of performance data using appropriate IT systems and prepare reports regarding the Blue Badge Service as required
- To participate in training and development activities as necessary to ensure up to date knowledge and skills.
- To hold a Baseline Personnel Security Standard (BPSS) and adhere to the NFI Security Policy.
- To maintain registration with the appropriate professional body and take responsibility for own Continuing Professional Development.
- To serve as ad hoc bodies/working parties relevant to the role.
- To adhere to the code of conduct as defined by the appropriate regulatory body and the Council.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE: Blue Badge Assessor		GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document			
Professionalism - Actively seeks ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
Leadership - Leads by example, optimising those resources allocated. Communicates clearly, taking account of and welcoming feedback. Takes a positive and resilient approach to change, understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
Accountability - Adopts a 'can do' attitude in the work that they deliver taking accountability for own performance and development and responsibility for own actions and decisions. Demonstrates inclusivity and promotes the values of diversity and equality.		I	3
Transparency - Works with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
Abilities/Skills: (refer to JE guidance document)			
Ability to carry out independent mobility / telephone assessments of children and adults		I	3
Ability to carry out independent hidden disability assessments of children and adults		I	3
Ability to plan, evaluate and prioritise work		I	3
Ability to manage own time and work load		A/I	2
Ability to record work appropriately, prepare reports as required and keep clear and concise case notes		A/I	3
Able to demonstrate a sound knowledge of the relevant legislation relating to Blue Badges		I	3
Demonstrate an understanding of the need to respond proactively to customer feedback including learning from complaints		I	3
Ability to use IT equipment as required within the context of the role		A/I	2
Evidence of commitment to working in an anti-oppressive/anti discriminatory manner		A/I	2
The ability to communicate verbally with customers and provide advice and/or other information in accurate spoken English is essential for the post		I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Experience of assessment of adults and children with complex needs		A	
Experience of working in partnership with other agencies/disciplines		A	
Evidence of continuous professional development (where applicable)		A	

Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
Dip CoT/BSc OT registered with HCPC or RGN registered with NMC/RCN or BSc Physiotherapy registered with HCPC			A	
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
Prepared by:	Sue Lloyd	Date:	08/11/17	
Revised by:	Janet Read		02/12/21	