# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Blue Badge Assessment Officer

# DEPARTMENT: Adult Social Care and Health

# LOCATION: Eastbourne

# GRADE: [Single Status 10](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Team Manager

# Purpose of the Role:

Undertake face to face and desk-based telephone assessments to determine eligibility for a Blue Badge in line with Department for Transport local authority guidelines.

# Key Tasks:

1. To be responsible for assessing adults and children in line with relevant legislation and guidance issued by the Department for Transport (DfT); for Blue Badge applications; either at desk based or telephone screening, also face to face clinics or within people’s own homes.
2. To support the Issuing Officers to screen and identify people who will require an assessment to determine eligibility for a Blue Badge.
3. To take responsibility for determining the outcome of the Blue Badge Assessment and using the systems and procedures in place to communicate the decision regarding the prescription of a Blue Badge.
4. To support the investigation of and response to complaints and Blue Badge appeals as directed by the Team Manager
5. To ensure that the assessment is responsive and sensitive to the social, cultural, linguistic and religious needs of people in accordance with County Council’s policies.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Effective verbal and written communication skills, including report writing. * Ability to input to and maintain computerised record systems appropriate to the role. * Ability to liaise with members of the public, colleagues, managers, other agencies and health and social care professionals. * The ability to undertake mobility and mental health assessments. * Ability to interpret guidance and legislation and to devise policy/practice in light of these. * Ability to make evidence-based decisions and support team members with decision making. * Ability to work autonomously and assess risk. * Ability to identify and proactively address learning needs to maintain professional registration. * Ability to build good working relationships and work as a team member. * Ability to work flexibly according to the needs of the service. * Ability to work autonomously and as part of a wider team with a commitment to the role. * An ability to empathise with clients and their carers. * Ability to converse at ease with customer and provide advice in accurate spoken English. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Qualified, registered Health Professional e.g. Health and Care Professions Council (HCPC) * Professional qualification in Occupational Therapy, Physiotherapy or Nursing (Degree or Diploma). |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Qualified practice placement educator. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of legislation relating to the provision of Blue badges. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * An understanding of welfare benefits. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working within a health and/or social care setting in the public, private or voluntary sector. * Experience of undertaking mobility assessments. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of undertaking Blue Badge Assessments. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * A good understanding of the needs of people with disabilities both physical and mental health * Full category B driving licence. |

**Date (drawn up): July 2019, modified January 2021**

**Reference of Officer(s) drawing up person specifications:**

**Job evaluation reference: 11642**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |