<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Behaviour Specialist (Analyst)— Home Counties; Greater London/South England</th>
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<tbody>
<tr>
<td>Service</td>
<td>Positive Behavioural Support Service (PBSS)</td>
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<tr>
<td>Hours &amp; Contract type</td>
<td>5 days per week (37.5 hours); Permanent contract</td>
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<tr>
<td>Responsible to</td>
<td>Head of Behaviour Support (Lead Consultant Behavioural / Psychology Specialist)</td>
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<tr>
<td>Responsible for</td>
<td>Services in Home Counties; Greater London/South England</td>
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**Purpose**

- Under the supervision of Lead Consultant
- Assisting with the development, organisation and delivery of a Positive Behaviour Support Service so that individuals who display challenging behaviour develop the skills to enjoy the best quality of life possible whilst maintaining a valid social role in the community.
- Assist with the delivery and operation of a high quality, cost effective service to meet individual needs by providing support and advice to staff through professional clinical support within the defined area of PBSS; assisting an agreed clinical caseload of complex cases and working collaboratively with other external agencies.
- To provide specialist consultation and guidance for individuals with learning disabilities (including mental health duality) and/or Autism Spectrum Conditions (ASC) who require behavioural support. To develop, with operational staff, innovative and person centred services based on Applied Behaviour Analysis and Positive Behaviour Support.

**Key tasks**

- Assist in providing recommendations for staff working within the Regard Partnership services in the area of behaviour support;
- Contribute to the clinical functional assessment of challenging behaviour(s) and the development of proactive and reactive strategies (behaviour plans) across the company and to monitor their implementation; by evaluation and reviewing of treatment effectiveness;
- To develop and co-ordinate a programme of staff development related to Autistic Spectrum Disorders, Challenging Behaviours and Learning Disabilities including designing and delivering specialist training;
- Role model strategies and coach staff teams to support staff by working directly with people requiring support;
- To work as part of Regards’ Positive Behaviour Support Service (PBSS) and contribute to its service development;
- To take responsibility for effective time management,
- Under supervision to effectively maintain efficient and up to date administrative systems for all work, including IT systems;
- Work in partnership and communicate effectively with other organisations, health professionals within the NHS, staff within Regard, other professionals, and relatives as required;
- To build Regard Partnerships’ reputation as a quality provider of support to people with ASC and learning disabilities;
- Challenge traditional thinking internally and externally (including people we employ, relatives, and funders);
- Maintain professional competence and remain current with regard to developments in the field of ASC, learning disabilities, and behaviour support;
- Work flexible hours as required by the organisation;
- Be able to travel within defined region parameters to deliver training and provide individual consultation (this may require overnight stays);
- To provide a behaviour support on-call service on a rotational basis;
- To take on other developmental work as requested by the Lead Clinical Behavioural Psychology Specialist and to follow all reasonable management instructions, promoting a high quality service;
- Contribute to the development and implementation of ASC specific Support Plans and methods of working across the company;
- To provide “clinical” advice, consultancy and/or supervision to service managers and staff where required;
- Working with staff to identify learning and development needs of individual service users where required;
- Working with support staff to develop SMART goals from identified needs;
- Develop specific learning plans, strategies and schedules and support staff to ensure these are achieved;
- Working with internal and external agencies in reviewing the effectiveness of plans already in place and developing them further where required;
- Assist with assessment of referrals where necessary;
- To ensure services locally are fully compliance with CQC, CSSIW or Ofsted regulatory authorities and ‘best practice’ guidelines;
- Report and document any concerns in a timely and appropriate manner;
- To ensure your line management is notified of all concerns on a regular basis and on an immediate basis regarding important matters and those of serious concern;
- To implement and ensure compliance with all Company Policies and Procedures, the staff handbook and the General Social Care Council - Code of Practice;
- Take responsibility for your own and other’s health and safety;
- To follow all reasonable management instructions, promoting a high quality service;
- To work as part of a team to promote the aims and values of the company;
- Attendance and membership to professional forums, enabling sharing of clinical expertise, through active contribution, presentation of case study, behavioural research and developments in behavioural analytic approaches

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<th>Signed:</th>
<th>Date:</th>
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<td>(signature of job holder)</td>
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## Person Specification

**Job Title:** Assistant Behaviour Specialist  
**Department:** PBSS  
**Date of Completion:** 06.01.14

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<tr>
<th>Qualities</th>
<th>Essential</th>
<th>Desirable</th>
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| **Attainments/ Qualifications/training** | - Formal qualification in Psychology or Applied Behaviour Analysis (Consideration will be given to other qualifications of a similar level);  
- Evidence of on-going training with respect to Applied Behaviour Analysis, learning disabilities, and Autism Spectrum Conditions;  
- Willingness to ensure all training requirements are met as per legislation and renewed as required;  
- Minimum of 6 months or more in a similar role or environment; | - PDip, PCert, Certificate Applied Behaviour Analysis (Intellectual and Developmental Disabilities)  
- Certificate in the Education of children with Autism or Autism Studies  
- Desire to work towards BCaBA or BCBA Certification (currently studying towards certification) |
| **Experience** | - Experience of assessing, and providing support to, people with learning disabilities and Autism Spectrum Conditions; mental health problems, neurological disorders.  
- Experience of providing services to people with challenging behaviour, including experience in assisting in functional behaviour assessments, and intervention  
- Experience in the development and delivery of training programs designed for staff that support people with ASC and behaviour support needs.  
- Evidence of an understanding of the roles of various health professionals within clinical context  
- Experience using clinical behavioural observational assessment measures such as MTS, QAFB and/or CBJ | - Evidence of paid or voluntary, internship or clinical student placement honorary work in frontline health care setting.  
- Experience in training role with voluntary and/or social care sector.  
- Familiar with current theory on applied behaviour analysis; sector provision, developments and legislation |
| **Physical Make-up** | - Professional telephone manner;  
- A good level of understanding in spoken and written English;  
- Proven ability in effective; communication at all levels, inter-personal and presentation skills.  
- An ability to interact effectively with people with intellectual disabilities in positive manner | - A good level of understanding in spoken and written Welsh. |
| **General Intelligence** | - Good basic numerate and literacy skills  
- Proficient standard in report writing  
- Understanding of computer systems Microsoft Office skills | - Advanced qualification in Excel, Word and knowledge of Outlook in particular.  
- Experience using tablets/microcomputers for data analysis, especially SPSS Statistics - Predictive Analytics Software |
| **Special Aptitudes** | - Ability to work on own initiative;  
- Ability to work as part of a team;  
- Ability to plan and organise own work (under clinical direction);  
- Ability to observe and record information. | - Proven ability in leadership skills;  
- Proven ability in building relationships with external agencies i.e. Care Managers, Commissioners etc.  
- Evidence of effective team working at a senior level. |
| **Interests** | - Ability to think analytically and apply problem-solving techniques;  
- Ability to multi-task;  
- Ability to work well under Pressure;  
- Ability to recognise and manage own stress levels. | - Proven ability in problem solving. |
| **Disposition** | - Must be trust worthy and honest;  
- Must have ability to be discreet when required;  
- Must be reliable and punctual;  
- Must be able to have a positive outlook;  
- Ability to maintain confidentiality and deal with matters of a sensitive nature. | |
| **Circumstances** | - Flexibility to work irregular hours as required by the service to meet deadlines as required;  
- Full UK driving licence. | |