

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides 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:	Practice Supervisor/Senior Practitioner – Sensory Impairment
Salary Grade:	Grade 13 £ £41,675 - £44,632
Hours:	37 (We are open to discussions about flexible working)
Team:	Sensory Impairment
Service Area:	Adult Social Care
Primary Location:	Abbey House, Abingdon with the ability to work in an agile manner at other sites across the county as required.
Budget responsibility:	None
Responsible to:	Team Manager – Sensory Impairment
Responsible for:	Social Workers (x3), Sensory Impairment Coordinators (x2), Rehabilitation Equipment Officer (x1), and Equipment Support Worker(x1).

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

To assist the Team Manager in the operational management of the team, and under the Manager's leadership, to direct and supervise an agreed group of staff in line with council policies and procedures, ensuring the highest standards of service are provided.

To support the Team Manager in ensuring that the team is operating within the requirements of the Care Act 2014 and any other legislation and guidance as may be relevant; that the service is providing personalised information and advice, safeguarding, assessment, support planning and review to individuals/families and their carers.

The post holder will ensure that supervisees work within departmental policies, procedures and guidelines including but not limited to Data Protection Act, confidentiality and information sharing protocols, Oxfordshire Multi agency Safeguarding procedures, and that these are adhered to and concerns raised in accordance with these policies.



## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

### 1. To ensure statutory requirements are met

- To ensure that eligibility for services is determined in accordance with the Care Act through, assessment, support planning and review taking into account all daily living tasks and roles with consideration to people's social, environmental and psychological needs.
- To ensure that in order to meet needs (including Safeguarding) and reduce risk, front line staff are utilising all available options including but not limited to Universal Services, Assistive Technology, equipment and adaptations, informal support networks and the voluntary sector before setting up a personal budget.
- In collaboration with the Team Manager, to ensure that a timely and proportionate response is provided.
- To carry out specialist assessments as required according to professional qualification and experience.
- To apply legal and professional knowledge and skills balancing protection, risk and support in order to achieve positive outcomes for individuals.
- To deliver a customer focused service in accordance with the standards set out in the Council "Customer Service Codes of Practice" and individual Service Level Agreements.

### 2. To promote health and wellbeing through integration and links with local community

- To develop and maintain positive local relationships.
- To lead in the development and improvement of integrated working arrangements across Oxfordshire County.
- To work in collaboration with other local leaders to promote and develop the local service offer.
- To promote and support staff from all organisations to maximise the use of community resources in helping individuals to meet their identified outcomes.
- To work collaboratively with teams and services both within and outside of Oxfordshire County Council to ensure a coordinated and effective service is provided to the individual.
- To promote and engage in cross/multi agency working, ensuring strong working relationships are in place with partner agencies.

### 3. To work within Safeguarding policies and procedures

Where required, to act as a Safeguarding Manager, providing support to staff and ensuring Safeguarding timescales are adhered to:

- To ensure that the safeguarding matrix of need is applied and those individuals with care and support needs are given a service in accordance with the Care Act and that the safeguarding service is person centred.
- Develop and maintain constructive relationships with a broad range of internal and external stakeholders and specifically with the Police, Health, and voluntary sectors to ensure safeguarding enquiries are responded to robustly and are effectively signposted.
- To manage section 42 investigations including chairing strategy meetings.
- To carry out section 42 investigations as required according to professional qualification and experience.
- Where required to provide a lead in chairing and coordinating complex investigations.
- Record, interpret and analyse information that can impact on risk and ensure the safety of vulnerable adults.

- Explain clearly, and with sound rationale, highly complex safeguarding information to a wide range of professionals.
- Where required, to manage the Safeguarding triage risk analysis to inform case management decisions, advising where necessary and challenging decisions where appropriate.
- Escalate evidence of ineffective safeguarding arrangements within or outside of the Council.
- To ensure clear, concise, and accurate recording of work undertaken, and good electronic and (where required) paper file management is maintained.
- Making triage decisions on Safeguarding enquiries.
- Screening Safeguarding referrals and signposting when appropriate.
- Consistently apply safeguarding thresholds.
- Can evidence an understanding of the need to safeguard and promote the well-being of children and will adhere to children's services policies and procedures as necessary

#### **4. Professional Leadership, development, and working in best practice**

- To deputise for the Team Manager as required.
- To provide line management and supervision to staff within the hearing impaired team
- To demonstrate and champion evidence-based practice and keep abreast of developments (RiPFA, SCIE, DoH).
- To draw upon and promote professional values and ethics.
- To take ownership of own professional development; attending training, workshops, courses and meetings including taking up the opportunity to undertake Best Interest Assessor or AMHP or Practice Educator training.
- To be willing to share learning and expertise across the organisation.
- To attend, participate and periodically lead team and departmental discussions and development.
- To act as a county wide lead in an area of expertise / special interest.
- To attend and utilise supervision and appraisal to learn, contribute to service improvements and identify opportunities for professional development.
- To ensure through audits that record keeping and report writing are in line with departmental requirements and are sufficiently robust to withstand legal challenge.
- To act as a consultant practitioner to the team, providing professional advice on specific cases and ensuring that professional standards are maintained.
- To be responsible for the management and prioritisation of a caseload when required.
- To take delegated responsibility for identified tasks in order to support the Team Manager to deliver a safe, responsive and effective service.
- To support the Team Manager in managing quality assurance, resources and budgets, in collaboration with others and key stakeholders.
- To facilitate a culture of innovation, accountability and empowerment amongst staff.
- To support the recruitment process for new staff.
- To attend and lead relevant management meetings and multi-disciplinary team meetings.
- To demonstrate and promote practice that is reflective, evidence-based, robust, transparent and can be upheld in the case of challenge.
- To support the Team Manager in ensuring that the knowledge, skills and experience of the team is effectively deployed.

#### **5. Service Development**

- To undertake a specific lead role across Adult Social Care (i.e. Assistive Technology, Autism Safeguarding/ MARAC/ Mental Capacity Act).
- To contribute to the development of the service i.e. by communicating new ideas, through means such as briefings, completion of council surveys, and team meetings.

- To take opportunities to network and build professional relationships with organisations, agencies and stakeholders to improve and promote joint working and effective service delivery.
- To work with the Team Manager to ensure that service developments are effectively embedded into the team and new ways of working are clearly communicated to and understood by team members.
- Responsibility for responding to complaints and concerns in line with the Complaints Procedure.

## 6. Performance

- To be accountable for the scrutiny and authorisation of the commitment of financial resources within the scheme of delegation.
- To have an understanding of the performance requirements of the team and department.
- To support the Team Manager in the delivery of the performance requirements.
- To support the Team Manager in proactively managing the team to ensure timescales are achieved (i.e. Safeguarding, DToC).
- To support the Team Manager in the provision of information and reports as agreed to be provided to partner agencies as part of integrated working.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

### Essential Criteria

Assessed By:

1. Recognised Social Work, Qualification and registration and maintenance of registration with the Health & Care Professions Council.	A,I
2. Line management or supervisory experience in a statutory setting including the proven ability to consistently manage towards high performance.	A,I
3. Experience of contributing to the professional development of others.	A,I
4. Good communication and presentation skills, both oral and written.	A,I
5. Experience of successfully implementing changes to improve the service to users.	A,I
6. A working knowledge of the Care Act, and statutory guidance relevant to Adult Social Care.	A,I
7. Good IT competency, and a working knowledge of Microsoft office products.	A,I

8. Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies	A,I
9. Proven ability to work in partnership with internal and external partners including establishing and maintaining strong working relationships with service users, their families, carers and advocates	A,I
10. Able to work effectively as part of a team in a supportive and honest way as well as the ability to work on own initiative.	A,I
11. Highly organised with the ability to prioritise tasks clearly and appropriately to achieve deadlines.	A,I
12. Ability to travel effectively to and access a variety of premises across the county.	A,I

### Desirable Criteria

	Assessed by
1. Experience of working with people with various sensory impairment issues and sensory disabilities.	A,I
2. Relevant professional management qualification. E.g. ILM 3 or above.	A,I
3. Best Interest Assessor, Approved Mental Health Professional or Practice Educator (or commitment to train as one)	A,I
4. Experience of working at practitioner level in a social services department.	A,I

## Section D: 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 include:

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

## Section E: 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 & 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 WCC 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 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 checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" 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):	

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.