**Job Description**

# 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

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| Job Title: | Local Area Coordination Manager |
| Salary: | £47,420 - £50,512 per annum |
| Grade: | 13 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Age Well Commissioning  |
| Service Area: | Adult Social Care |
| Primary Location: | County Hall, Oxford OX1 1ND *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.* |
| Budget responsibility: | None |
| Responsible to: | Commissioning Manager |
| Responsible for: | Local Area co-ordinators |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| In this new post, the Local Area Coordination Manager will oversee the successful, development, implementation, and delivery of the Local Area Coordination approach in the County, supporting and line managing Local Area Coordinators, informing decision-making, evaluating outcomes, and fostering collaboration with wider stakeholders who have been involved to date (since July 2023).. The post holder will lead The Local Area Coordinators who serve as accessible contacts, building individual, family, and community capacity through both short-term advice, information, and practical support, and longer-term relationships with those facing complex life circumstances. They work closely with community members, groups, agencies, and services to enhance local inclusivity and self-support. The manager must share and actively promote the Local Area Coordination principles by building positive relationships, promoting inclusive services, and supporting Local Area Coordiantors to do the best job they can in line with local policies and standards. |
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## Job Responsibilities

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| **Function leadership*** Provide operational management, support, and direction for the team of Local Area Coordinators (including reflective practice supporting Local Area Coordinators to adhere to the principles and features of the approach)
* Work with new communities to co-design and implement the approach
* Be a passionate champion for the approach and its principles
* Ensure the effective resourcing and coordination of the Strategic Leadership Group.
* Contribute to the wider management team.

**Technical*** Evaluate the effectiveness of the approach and its outcomes, identifying areas for improvement and addressing risks and issues.
* Oversee the management and development of the budget.
* Ensure compliance with policies, procedures, and standards

**Relationships & stakeholders*** Develop and maintain strong, positive relationships with various stakeholders, including local people, other councils with experience of Local Area Coordination (through the Local Area Coordination Network), voluntary sector, community and faith organisations, various other Council directorates/departments, Health (NHS) colleagues and partners, elected members and other political representatives, senior managers and commissioners, and staff with policy, planning, contracting, information, data collection, monitoring, financial, and funding responsibilities.
* Work in partnership with other services to promote learning that leads to more inclusive, person-centred and integrated services.

  **Strategy and Decision** **Making*** Lead the development of business cases for expanding Local Area Coordination.
* Provide updates, reports, and recommendations.
* Support local and national evaluation of Local Area Coordination

Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| --- | --- |
| Essential Criteria | Assessed By: |
| **Education, Qualifications and Knowledge*** A degree or postgraduate degree (or equivalent working experience) in Community Development, Education, Health, or Social Care.
* Understanding of Local Area Coordination principles and a commitment to fairness and equity in communities.
* Good knowledge of legislation and statutory guidance pertinent to Adult Social Care
* Knowledge of community resources and services available to support individuals in need
* Good Knowledge and IT ability (word processing, emailing, internet)
* Proficiency in identifying and managing risks, including health and safety
* Commitment to valuing diversity and adhering to anti-discrimination laws
 | A  |
| **Experience*** Evidence of promoting community health and independence
* Demonstrated leadership in promoting a positive and inclusive workplace culture
* Experience of leading and managing a team
* Ability to work independently and as part of a team
* Good communication and presentational skills, both oral and written
* Implementing practice changes to improve performance, ability to generate creative options and solutions
* Leadership in conducting formal procedures such as adult safeguarding investigations, complaints investigations or equivalent
* Collaboration with internal and external partners, fostering strong relationships with individuals, their families, carers, and advocates
 | A / I  |
| **Personal Skills*** Empathy and compassion in dealing with vulnerable individuals
* High level of integrity and professionalism
* Strong interpersonal skills and the ability to build rapport with diverse groups
* Resilience and adaptability in a dynamic work environment
* Commitment to ethical practice and confidentiality
* Strong organisational and time management skills
 | A / I |
| **Other Requirements** * Satisfactory Disclosure and Barring Service check (DBS)
* Ability to travel to and access a variety of locations and premises
* Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies
 | A / I |
| Desirable Criteria | Assessed By: |
| * Advanced qualifications in social work or a related field
* Experience in policy development and implementation
* Familiarity with local government operations and procedures
* Previous experience in a similar role within a community setting
* Experience in research and data analysis to inform practice improvements
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# Section C: 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: 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 and 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).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

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