**Job Description**

# Section A: Job Profile

*The job profile outlines 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: | Rota Approved Mental Health Professional |
| Salary: | £46,142 - £49,282 |
| Grade: | Grade 12 |
| Hours: | 09:00am – 17:00pm Mon-Fri  The expectation will be to cover a maximum of 5-day time shifts every 8 weeks |
| Team: | Approved Mental Health Professionals (AMHP) |
| Service Area: | Adult Social Care |
| Primary Location: | Abbey Centre, Abingdon |
| Budget responsibility: | None |
| Responsible to: | Practice Supervisor/Duty Manager/Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: |  |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  The post holder will be required to work collaboratively across health partners and adult social care to convene and undertake Mental Health Act (MHA) Assessments on daytime basis.  To undertake the statutory roles of an AMHP as laid out in the Mental Health Act 1983 (as amended) and Code of Practice (Mental Health Act 1983).  The post holder will ensure that there is the highest standard of service and the provision of high-quality Mental Health Act assessments as part of 24/7 service for the residents of Oxfordshire. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  **Roles and Responsibilities**  To ensure statutory requirements are met, working within the requirements of the Mental Health Act 1983, Care Act 2014, Mental Capacity Act 2005, and any other relevant legislation, guidance and codes of practice.  The post holder will be responsible for ensuring that they work within service policies, procedures and guidelines including but not limited to the 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 polices.  **To ensure statutory requirements are met**   * To make independent judgements about the need to make applications for admission to hospital, Community Treatment Orders or Guardianship under the Mental Health Act (1983), ensuring those decisions are informed by comprehensive assessment of risk and risk management options. * To undertake timely MHA assessments of clients in the community, in psychiatric hospitals and any other relevant settings e.g. Hospital Place of Safety, Police Stations, Courts, Prisons and General Hospitals. * To prepare reports and make applications to the Magistrates Court for warrants under the Mental Health Act. * In conjunction with the County Council's Legal Unit and the AMHP Manager, to prepare reports and present evidence in relation to the appointment of Acting Nearest Relatives. * To be responsible for the management and prioritisation of AMHP referrals. * To identify, challenge and, where possible, redress discrimination and inequality in all its forms in relation to AMHP practice. * To have an understanding of and respect for individuals’ qualities, abilities and diverse backgrounds, and be able to identify and counter any decision which may be based on unlawful discrimination. * Demonstrate the ability to promote the rights, dignity and self-determination of patients consistent with their own needs and wishes, to enable them to contribute to the decisions made affecting their quality of life and liberty. To demonstrate a sensitivity to individuals’ needs for personal respect, confidentiality, choice, dignity and privacy while exercising the AMHP role. * Considers an alternative to informal or compulsory admission (where the eligibility criteria are met), to provide tailored advice and information to the individual's or carer's needs and/or situation, referring to other agencies where applicable. * To ensure that following an admission (post assessment), adequate arrangements are in place for the care of any pets or property * To prepare reports of AMHP work within established time limits and guidelines and use appropriate paper and electronic systems for recording work undertaken. * To identify where it is appropriate to carry out specialist assessments, including but not limited to mental capacity assessments, manual handling, and full risk assessments. * To apply legal and professional knowledge and skills balancing protection, risk and support in order to achieve positive outcomes for individuals. * To take a professional leadership role in cases where individual's needs/situation are complex or ambiguous, or where this is dispute amongst those who have an interest in the individual's welfare. * To identify and be responsible for relevant decision-making and intervention required to protect those at risk and undertake any necessary actions proportionate to the need/situation. * Where required to write court reports and give evidence in relation to adults at risk during legal proceedings. * 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   **Professional Leadership, development, and working in best practice**   * To assist with the training of AMHPs by providing support and feedback during their 'shadow' assessment practice. * To provide consistent specialist advice in line with changing legislative requirements, government guidance and evolving best practice and keep abreast of developments (RiPFA, SCIE, DoH). * To take ownership of own professional development; attending training, workshops, courses and meetings. * To share learning and expertise across the organisation. * To attend, participate and periodically lead team discussions and development. * To act as a champion in an area of expertise / special interest. * To attend and utilise supervision and appraisal to identify opportunities for development, new ways of working and reflection on practice * To follow government guidance and evolving best practice whilst facilitating a culture of innovation, accountability and empowerment amongst staff. * To undertake the necessary training (including 18 hours of refresher training per year) in order to maintain professional status as an AMHP.   **Service Development**   * To contribute to the development of the service i.e. by communicating new ideas or practice issues 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.   **Performance**   * Take ownership of and responsibility for delivering against team and individual performance targets.   **To work within Safeguarding policies and procedures**   * To ensure clear, concise, and accurate recording of work undertaken, and good electronic and (where required) paper file management is maintained whilst interpreting and analysing information that can impact on risk and ensure the safety of vulnerable adults by explaining clearly, and with sound rationale, highly complex safeguarding information to a wide range of professionals. * Develop and maintain constructive relationships with a broad range of internal and external stakeholders and specifically with the Police, Health, and voluntary sectors. * Escalate evidence of ineffective safeguarding arrangements. * 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.   **Equalities and Diversity**  Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.  The nature of this post will require flexibility to meet service needs as they arise which may include some work outside normal office hours including responses to emergencies.    The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.  The post holder will be allocated a main team base but will be required to move between bases as required and to visit at a variety of locations. |

# 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: |
| **Educational Achievements, Qualifications, Training and Knowledge**   * Recognised Community Psychiatric Nurse, Social Work or Occupational Therapy Qualification and registration and maintenance of registration with regulatory body. * Valid warrant to practice as an AMHP, and maintenance of this. * Evidence of consistent pattern of learning and development | A/D/I |
| **Experience- Job related Aptitude and Skills**   * Ability to undertake MHA assessments * Detailed knowledge of 1983 Mental Health Act * Understanding of the Care Act 2014 * Detailed knowledge of the Mental Capacity Act * Ability to work as part of a multi-disciplinary team and independently * Knowledge and applications of the making safeguarding personal principles. * To have a comprehensive knowledge of the theoretical and legislative framework which underpin the Mental Health Code of Practice * Experience of working with vulnerable people * Experience of working with health and other agencies to deliver better outcomes for individuals * Experience of liaising and working effectively with service users, their families/carers, other professionals and agencies to achieve the best outcomes for people * To demonstrate an ability to work within agreed targets including safeguarding timeframes. * To demonstrate and champion evidence-based practice. * To draw upon and promote professional values and ethics. * To demonstrate an understanding of and respect for individuals’ qualities, abilities and diverse backgrounds, to demonstrate a high level of interpersonal and communication skills. * To demonstrate skills in record keeping and report writing in line with Departmental requirements and ensure that records are sufficiently robust to withstand legal challenge. * Working knowledge of legislation and statutory guidance relevant to Mental Health Code of Practice * Good IT competency | A/I |
| **Personal Qualities**   * Stays calm under pressure * Accepts and responds to constructive feedback * Considers the impact on others when making decisions * Ability to positively and clearly communicate to a wide range of people. * Prioritises clearly and appropriately | A/I |
| **Special Requirements**   * Ability to travel to and access a variety of locations and premises across and not excluding out of County. * Commitment to inter-agency working * Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies | A/I/D |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge**   * Practice Educator (or commitment to train as one * Best Interest Assessor (or commitment to train as one). | A/I/D |
| **Experience**   * Understanding of Adult and Children’s safeguarding | A/I |

# 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 |  | 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 |
|  | 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 |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2025