

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:	Case Review Officer (OSAB)
Salary:	£41,771- £45,091 per annum
Grade:	G11
Hours:	21 - We are open to discussions about flexible working.
Team:	Oxfordshire Safeguarding Adults Board
Service Area:	Safeguarding
Primary Location:	<p>County Hall, Oxford OX1 1ND and hybrid</p> <p>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.</p>
Budget responsibility:	As delegated by Strategic Partnerships Manager
Responsible to:	Strategic Partnerships Manager
Responsible for:	N/A
Political Restricted Post:	N/A

Job Purpose

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

1. To conduct reviews of cases referred to the Oxfordshire Safeguarding Adults Board (OSAB) and develop mechanisms for collating, analysing and sharing learning from the work to strengthen single and multi-agency strategic priorities practice for Oxfordshire's adults with care and support needs.

2. To develop communication routes to and from frontline practitioners, adults with care and support needs, families and key stakeholders such that learning impacts on practice and so that the partnership is kept appraised of issues in the local community.
3. To maintain an up-to-date knowledge of national and local policy and practice developments in relation to case review work and adult safeguarding.
4. Ensure that all County Safeguarding and Adult Safeguarding policies are adhered to and concerns are raised in accordance with these policies

Job Responsibilities

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

Main Duties.

1. Carry out reviews into the deaths of people referred into the Oxfordshire Safeguarding Adults Board for consideration under the Board's case review framework
2. Conduct an initial review of each death based on a discussion with those who knew the deceased person well including friends and families and through reviewing relevant sets of case notes held by agencies.
3. Draw learning and recommendations from reviews for the improvement of the care of people with needs for care and support.
4. Provide accurate and timely feedback relating to the progress of reviews or any concerns to the team
5. Assist the partnerships with developing review recommendations
6. To encourage a culture that values openness, honesty, rigour and challenge

Operational Requirements

7. Undertake appropriate training to become a case reviewer
8. Receive information about a person who has died for whom a review is required from the local area contact
9. To update core data collected at notification of the death
10. Carry out reviews which are comprehensive and completed in an accurate and timely manner
11. Maintain communication with the team as appropriate during the course of the review to update on progress and highlight any problems
12. Write an accurate and concise report and submit completed reports to the Board for comment and review.
13. To contact family members of people being reviewed in a sensitive and compassionate manner and involve them in the review as appropriate

14. Implement best practice, including protecting confidentiality of patient and family information according to Information Governance guidelines and systems
15. Implement policies and procedures, ensuring the adoption of best practice methodology, standards and thresholds including working alongside the Safeguarding Board team and its partners to deliver key themes of learning
16. Manage own workload to ensure reviews are completed within agreed timeframes
17. To demonstrate agility through adapting to the needs of the organisation by working flexibly in response to changing organisational requirements and priorities

Improving Quality & Outcomes

18. Working within the agreed processes for review completion and submission, and quality assurance of reviews by the team
19. To work collaboratively across the county to deliver the review process raising awareness of the programme and its aims and key areas of learning
20. To encourage a culture that values openness, honesty, rigour and challenge.
21. Committed to reducing premature mortality of people of Oxfordshire.
22. Committed to improving service provision for people of Oxfordshire.
23. Committed to encouraging improvement through reflection and review of practice-related care
24. To ensure that experience and safety is a central theme to all we do and an integral part of the decision-making process
25. Ensure all work contributes towards improvements and refinements of relevant countywide strategies held across the partnership.
26. Take appropriate responsibility to ensure that your objectives are aligned with local and national organisational objectives
27. Ensuring that the partnerships are compliant with the requirements under relevant guidance, such as that released by NICE, the LGA, etc and are supporting best practice guidance.

National and local priorities

28. Maintain an update to knowledge on local and national safeguarding policy, procedures and governance arrangements, interagency training, legislation and guidance.
29. Lead on the analysis and interpretation of other relevant local, national and international data and research relevant to the work of OSAB and keep Board members abreast of emerging good safeguarding practice.
30. Work as part of the OSAB team, representing the team at meetings as appropriate

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive.

The postholder 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

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).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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:
Educated to degree level or appropriate health or care qualification and/or significant level of experience within the health, care or advocacy sector	Application
Evidence of post qualifying and/or continuing professional development	Application
Knowledge of relevant legislation and guidance relating to Adults, including the Mental Capacity Act (2007) and the Equalities Act (2010) (particularly around Reasonable Adjustments)	Interview
Ability to receive, analyse and present complex and often sensitive information	Interview
Experience and understanding of relevant regulatory frameworks and guidance governing	Interview
Knowledge of what good quality looks like in services	Interview
An understanding of the needs of adults in relation to health and social care	Interview
Confidence to probe further and challenge if necessary	Interview
Able to analyse information objectively and to write accurate and concise evidence-based reports	Interview
Good working knowledge of Microsoft Office and able to demonstrate IT skills in order to submit information accurately	Application
Ability to form constructive, credible relationships with a range of health and social care professionals at all levels	Interview
Effective communication and influencing skills	Interview
Communicating effectively with individuals both orally and in writing	Interview
Clear communicator	Interview
Must be able to prioritise own work effectively and work with minimal supervision including working to timescales	Interview

Behaviours and aptitudes required to demonstrate values:	
• Honesty	Interview
• Listening	
• Organised, self-motivated and flexible approach to tasks	
Enthusiastic and motivated to improve service provision	Interview
Keenness to learn and develop	Interview
Taking ownership for what you do and how you behave	Interview
Deliver on commitments in a timely way, meeting deadlines	Interview
Ability to maintain confidentiality and trust	Interview
Understanding of and commitment to equality of opportunity and good working relationships	Interview
Act in ways that promote and support equality, diversity and human rights	Application
Desirable Criteria	Assessed By:
Registered Health or Social Care Professional	Application
Specialist knowledge and previous experience of safeguarding vulnerable adults	Interview
A health or social care background	Application
Experience of working across organisational boundaries within health and social care	Application
Experience of evaluating evidence and understanding specialist terminology	Application
Familiar with Serious Case and Safeguarding Adult reviews	Application
Involving service users and families to inform service improvement	Interview
Empathy and reassurance skills, including with recently bereaved family members.	Interview
Ability to travel across Oxfordshire occasionally to undertake some aspects of the role	Application

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](#)

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

<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 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).

<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 a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" 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 checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input 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 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.