

# 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:	<b>Board Officer (Multi-agency Risk Management)</b>
Salary:	£43,421 - £46,464 per annum
Grade:	G12
Hours:	37 - We are open to discussions about flexible working.
Team:	<b>Oxfordshire Safeguarding Adults Board</b>
Service Area:	Safeguarding
Primary Location:	The primary location is usually <b>County Hall, Oxford</b> and you will be required to work from this location and in an agile manner when government guidelines permit this.
Budget responsibility:	As delegated by Strategic Safeguarding Partnerships Manager
Responsible to:	Strategic Safeguarding 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 be the central point for supporting the MARM (Multi-Agency Risk Management) framework, collating, analysing and sharing learning from the MARM to strengthen single and multi-agency responses and inform strategic priorities.
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 partnerships are kept apprised of issues in frontline work.
3. To liaise with adults at risk and their significant others to act as advocate for them at the MARM and feed back the outcome of the MARM meetings.
4. Conduct an initial review of the death or significant harm of anyone discussed at MARM, including discussions with those who knew the adult at risk well including families.

5. To maintain an up-to-date knowledge of national and local policy and practice developments in relation to wellbeing, prevention and safeguarding.
6. This post holder is responsible for ensuring 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.

### **Co-ordination of the Multi-Agency Risk Management Framework**

1. Lead liaison with staff from partner organisations to ensure the MARM Framework is clearly understood and translated into action. This should include gathering feedback from these partners and identifying any emerging themes.
2. Co-ordinate and arrange the MARM meetings, including the circulation of information before and after meetings.
3. To liaise with adults at risk and their significant others to act as advocate for them at the MARM and feed back the outcome of the MARM meetings.
4. Conduct an initial review of the death or significant harm of anyone discussed at MARM, including discussions with those who knew the adult at risk well including families.
5. Develop, co-ordinate and lead on new ways of disseminating learning from MARM across the partnership geography in Oxfordshire. This could include distributing a newsletter, organising practice improvement workshops with partner organisations, or attending local team meetings.
6. Develop the OSAB website, ensuring current information, resources, news items and engaging information for parents, carers, professionals and voluntary and community sector colleagues.

### **Collating and analysing**

7. Review the cases brought to the MARM to provide up-to-date thematic analysis for partner agencies or group of agencies or the across the system within Oxfordshire.
8. Provide written reports on the work of the MARM (including frequency, usage, attendance, etc) for scrutiny at relevant partnership boards, including the Oxfordshire Safeguarding Adults Board.
9. Identify training and learning needs through audit and analysis of cases and the outcomes of the MARM.
10. Develop communication routes to and from adults with care and support needs, their families and carers in order to gather evidence of the impact of the MARM on practice.
11. To contact adults at risk, their family members and significant others in a sensitive and compassionate manner and involve them in the MARM as appropriate
12. Contribute to the development of the workforce development frameworks based on the MARM.
13. To identify gaps in the MARM toolkit via agency feedback and make recommendations to SAB Coordinator for additional documents

14. To encourage a culture that values openness, honesty, rigour and challenge.
15. Committed to reducing premature mortality of adults at risk.
16. Committed to improving service provision for adults at risk.
17. Committed to encouraging improvement through reflection and review of practice-related care
18. To ensure that patient experience and safety is a central theme to all we do and an integral part of the decision-making process

### **Training and Awareness Raising**

19. To share and promote the MARM framework and the accompanying toolkit of documents
20. To organise training sessions on MARM as requested

### **National and local priorities**

21. Maintain an update to knowledge on local and national wellbeing, prevention and safeguarding policy, procedures and governance arrangements, interagency training, legislation and guidance.
22. 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.
23. 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.

<b>Essential Criteria</b>	<b>Assessed By:</b>
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 the care of people with learning disabilities, 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 and/ or learning disability services	Interview
An understanding of the needs of people with learning disabilities and their families	Interview
An understanding of working with people with complex needs	Interview
Experience of analysing complex information and relaying those	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: <ul style="list-style-type: none"> <li>• Honesty</li> <li>• Listening</li> <li>• Organised, self-motivated and flexible approach to tasks</li> </ul>	Interview
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
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Registered Health or Social Care Professional	Application
Specialist knowledge and previous experience of safeguarding vulnerable adults and learning disabilities	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 <a href="#">an Adult/Children's barred list check</a>
<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.