**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

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| Job Title: | Industry Support Worker |
| Salary: | £28163 to £30060 per annum. |
| Grade: | 7 |
| Hours: | 37 We are open to discussions about flexible working |
| Team: | Oxfordshire Employment: County Print Finishers |
| Service Area: | Adult Social Care |
| Primary Location: | Graham Hill House, Ferry Hinksey Road, Oxford. |
| Budget responsibility: | None |
| Responsible to: | Team Leader County Print Finishers |
| Responsible for: | No line management responsibility |
| Political Restricted Post: | No |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.  To provide skills and experience necessary to the commercial and support needs of the industry (Print Finishing, client support, reprographics, typographic design, procurement, machine operation etc. – as detailed in annex ‘a’)  To enable people with disabilities to gain and sustain employment through person centred support and skill development. In a way which is responsive to the needs and wishes of the individual.  To create and develop plans with individuals to reflect their needs for support into employment.  To ensure that adults’ wellbeing is always safeguarded and to follow all relevant processes and procedures.  To support inclusion, valuing supported industry employees equally and encouraging full involvement in group meetings and panels.  To provide cover for Senior Supported Industry workers in their absence  **This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies**  Work in accordance with the corporate values and competency framework. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.  To deliver specific industry skills (Print finishing, customer support, typographic design, reprographics, procurement, bench working, shredding etc. as detailed in annex ’a’.)  To support the development of members of the Supported Industry workforce.  To assist in developing work within the industry and manage business workflow.  To assess and record with industry workers any highlighted changes in need, as directed by Senior Industry Support Workers(s)  To assist in the writing and development of support/progression plans with individuals.  To always work to safeguard the needs of vulnerable adults.  To positively work with the team to plan and implement changes by proactively responding to an ever-changing environment  Support and comply with internal/external audit requirement s and processes.  Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.  It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:   * To be part of and promote a positive and pro-active health and safety culture. * Undertake necessary health and safety training. * Ensure you are familiar and comply with the Council’s health and safety policies and procedures. * Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services. * Follow all appropriate safety instructions and use safety equipment provided. * Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.). * Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home. * Check for and risk assess any known and potential hazards before visiting new service users and premises. * Ensure you leave details of visits and timescales when working away from your office base. * Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact. * Support your line manager in the delivery of good health and safety practice and the minimising of risks. * Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work. * Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence. |

# 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.

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| Essential Criteria | Assessed By: |
| Good numeracy and literacy skills, including IT skills. Specific qualifications/knowledge in relation to the provision and delivery of supported employment | A/I |
| Experience of working in a print or related industry; be able to support others to learn and succeed. Able to work independently, positive team member. | A/I |
| Willing to undertake training and personal development and to engage in meetings. Ability to work flexibly to meet the needs of the service, working in employment settings off-site if needed. | A/I |
| Understanding of, or willingness to learn about current thinking and practice relating to supported employment; hold industrial skills/qualifications necessary to deliver the specific role. | A/I |
| An understanding of health and safety practice in the workplace and an ability to understand and follow relavent policy guidance | A/I |
| Ability to work unsupported, following organisational policies and practices. | A,I |
| Provide a satisfactory enhanced adult criminal record check and vetting check to BS15713 standards. | A |
| Able to support people in a work environment either on site or in the client’s place of employment. | A,I |
| Desirable Criteria | Assessed By: |
| * Print related experience | A/D |
| * Understanding of current Health & Safety at Work legislation * Full driving license | A/D |
| * Experience of working in a factory environment | A/D |
|  |  |

# 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): |

**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.