**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: | Assistant Manager - Standards Development and Compliance |
| Salary: | SCP39 – 42 £47,420 - £50,512 |
| Grade: | Grade 13 |
| Hours: | *37 hours / week* |
| Team: | Residential and Edge of Care (REoC) and Young Persons Supported Accommodation (YPSA) |
| Service Area: | As above |
| Primary Location: | *Across county**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: | N/A |
| Responsible to: | Standards Development and Compliance Manager, REoC/YPSA |
| Responsible for: | Children's Residential Service Workforce Development, Young Persons supported Accommodation development and Quality assurance programme for these services. |
| Political Restricted Post: | N/A |

## Job Purpose

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| This role will support the Standards Development & Compliance Manager on Quality Assurance, Standards development, and Regulatory compliance for Oxfordshire’s residential children’s provision and new regulatory requirements for the YPSA. The post holder will support internal inspections within the registered provisions, providing reports of findings and action plans through effective monitoring and scrutiny to the Service Managers of REoC and YPSA services.This post will assist in the set-up process for new homes in Oxfordshire including registration of the homes, development of the A-Z handbook for staff and induction/Diploma support of staff within the new homes. The post holder will be responsible assisting the Standards Development & Compliance Manager in supporting workforce development to ensure fairness and consistent approach towards people and performance management and including investigations, training development, and safer recruitment processes (including Warner Interviews). |

## Job Responsibilities

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| * Assist managers to compile the Policies, Statement of Purpose, and Children’s Guide for new homes and support the provisions for young people in the local authority supported accommodation pathway. Provide Informal support, provision or guidance and advise to Registered Managers to support development of these services.
* To have clear oversight and a detailed eye for maintenance of regulatory standards of provisions. This includes communication with H&S colleagues for oversight of trends of health and safety issues across REoC and YPSA provisions to prevent escalating risk and supporting business continuity planning across the services.
* Support the development of a quality assurance framework for registered homes/provisions by working alongside Service managers in ensuring the process of quality audits and performance improvement programme are both quantitative and qualitative.
* In consultation with the Standards Development & Compliance Manager undertake unannounced internal inspection visits to the services in line with Ofsted standards and expectations, using information and observation to provide factual reports on findings and recommended actions.
* Provide individual support to learners undertaking diploma level 4 and 5 qualifications in line with regulatory requirements.
* To support the process of safer recruitment of staff, and to be involved in Warner Interviews across REoC and YPSA.
* To support the design and delivery of a training programme for staff to REoC/YPSA and coordination and producing of induction standards, in line with regulatory requirements and processes.
* Assist the Standards Development and Compliance Manager (REoC/ YPSA) to ensure that the policies and procedures within the registered settings are reviewed, clear and accurate reflection of current national and local guidance and governance.
* Work closely with managers across REoC and YPSA to ensure compliance with HR policies and procedures and ensuring managers attend relevant trainings to enhance their people and performance management skills.
* Responsible to support the recruitment to and maintain a casual bank for staff for the registered services. Ensure supervisions to ensure quality of services are not compromised.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# 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: |
| Qualified to Diploma level 5 – Leadership and Management in Children’s residential care (or equivalent) | A, I, D |
| Good working knowledge of childcare legislation, guidance and regulations including Working Together to Safeguard Children 2015. A good working knowledge of Children’s Homes Regulations 2015 and Quality Assurance Standards. | A,I,D |
| Understanding of Integrated Children’s System | A,I,D |
| Detailed understanding of the government policy agenda and emerging proposals for future with specific focus on Children’s residential sector and supported accommodation provision | A,I,D |
| Experience of working in a residential care setting at a managerial level including knowledge of managing residential children’s homes or similar settings.  | A,I,D |
| Have an understanding of financial management of resources within a local authority. | A,I,D |
| Understanding of health and safety legislation relating to residential homes. | A,I,D |
| Understanding and commitment to equality and diversity agenda in service delivery and workforce. | A,I,D |
| Experience of management, training and development of staff including performance and the wellbeing of staff. | A,I,D |
| Experience of producing high standard quality analytical reports for internal scrutiny. | A,I,D |
| Ability to escalate management issues that take full account of efficiency and risk. | A,I,D |
| Consistently delivers objectives through effective prioritising, project management and efficient use of resources.  | A,I,D |
| Able to develop effective internal and external professional relationships | A,I,D |
| Experience of developing and maintaining policies and procedures related to residential care home and YPSA settings in line with practice standards and regulations. | A,I,D |
| An understanding of quality assurance standards in line with residential care settings and Ofsted. | A,I,D |
| **Desirable Criteria** | **Assessed By:** |
| Experience of leading complex performance initiatives |  |
| Understanding of application of business transformation and change management methodologies |  |
| Experience of implementing quality management systems |  |
| Understanding of county council and its challenges in context to social care and residential care settings for children and young people. |  |

# 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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| [x]  | 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 | [x]  | 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 |
| [x]  | 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) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | 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):  |

December 2023