**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

|  |  |
| --- | --- |
| Job Title: | Continuous Improvement Audit Lead |
| Salary: | £57178 - £60485 |
| Grade: | 15 |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | Children’s Social Care |
| Service Area: | Safeguarding, Quality Assurance, Improvement and Partnerships Children, Education and Families |
| Primary Location: | County Hall, Oxford OX1 1ND*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: |  |
| Responsible to: | Service Manager Inspection Readiness |
| Responsible for: |  |
| Political Restricted Post: |  |

## Job Purpose

|  |
| --- |
| The purpose of this job is to work collaboratively across the Children, Education and Families directorate, using learning from quality assurance activity to strengthen and develop all areas of children’s services’ skills, knowledge and practice to ensure best outcomes for children. The post holder will be part of the CEF Safeguarding, Quality Assurance, Improvement and Partnerships division; this role is integral to driving continuous service improvement and taking lead operational responsibility for the development and implementation of an overarching strategy for the Children’s Services Quality Assurance Framework, which is efficient in its use of resources and accords with published policy, legislation and procedure. The role will be responsible for ensuring that qualitative and quantitative analysis of service provision assists service improvement and supports the service to be prepared for inspections in line with DfE and OFSTED statutory requirements. The role will support individual and organisational learning from quality assurance activity, evaluating the impact on practice and ensuring the involvement of children, young people and families.  |

## Job Responsibilities

|  |
| --- |
| The post holder will be expected to:* take lead responsibility for ensuring that the cycle of quality assurance audit activities are carried out in a timely manner, and that the information gathered is analysed, recommendations are made for improving practice and that these are published as appropriate
* ensure practitioners are skilled in undertaking audits, and know what good looks like, identifying and addressing any gaps. Offering targeted support where improvement is required.
* act as a champion of ‘what good looks like’ and of effective leadership, role modelling for practitioners in line with local Practice Standards.
* Maintain and develop audit tools, infrastructure and systems to ensure that they remain fit for purpose.
* take lead responsibility for the collection, analysis and interpretation of all data and quality assurance management information and its publication and dissemination to relevant audiences.
* supporting a culture and environment of learning across the service to improve practice, providing open, transparent and objective dialogue across all management levels.
* support the Servie Manager in scruitinising management information and identify, in conjunction with senior managers, areas of shortfall and excellence in service delivery and professional practice.
* collaborate with the Principal Social Worker to fully disseminate findings from audit within the staff group.
* Ensure that actions and recommendations from quality assurance activities are followed up and evaluate their impact.
* collaborate with the Principal Social Worker, in conjunction with senior managers, to identify any necessary changes in policy and practice and to develop training strategies.
* strengthen, support and develop areas of skills and knowledge in teams and service delivery and ensure these are evidenced and reflected within practice, young people’s records and plans.
* support and embed co-production, ensuring the voices of children and families are used to inform quality assurance activities, and that their feedback is an integral part of audit activity.

The post holder will need to be able to respond agilely to immediate needs and competing and changing demands, often working in a fast-paced environment. To undertake all work activities ensuring that the Council’s policies and procedures (including Equal Opportunities and Health and Safety) are adhered to and that the organisation’s values are upheld.**The duties and responsibilities outlined in this job description are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.** |

# 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Social Work Qualification; Educated to Degree level; Must be registered with Social Work England. | Application |
| Displays an awareness, understanding and commitment to the protection and safeguarding of children, young people and vulnerable adults through creative and innovative practice. | ApplicationInterview |
| Demonstrable experience and advanced understanding of systemic approaches, and solution focused interventions. This would reflect and demonstrate an advanced understanding of its application to practice across services including children in care, Youth Justice, child protection conferences and children in care reviews, early help, and safeguarding services. | ApplicationInterview |
| Evidence of analytical ability and to be able to use data to identify lines of enquiry. Be able to triangulate evidence in evaluating practice and set out logically the judgements on children’s cases – drawing out themes and trends from different audits and other QA information.  | ApplicationInterview |
| Extensive experience of audit methodology, including how to capture and report on findings, learning, understanding operational and strategic requirements. Experience in auditing to include some or all; data collection by means of file review, user survey; focus groups. | ApplicationInterview |
| Substantial experience of direct work with children and young people and their families within a social care context inclusive of having undertaken complex assessments. | Application Interview |
| Ability to relate and communicate effectively verbally and in writing, with a wide range of audiences including service users, professional staff and senior managers. Experience of delivering presentations along with being skilled at presenting complex audit findings to a range of audiences.  | ApplicationInterview |
| Extensive experience of working in partnership in complex cases where culture, race, gender, sexuality and disability are key factors in provision. | ApplicationInterview |
| Experience and competence in word processing, spreadsheet use, database management and presentation software. Competence in report writing.  | Application |
| Experience of acting in a supervisory capacity with students, social workers and practice teaching/ Mentoring/ Coaching staff or students, to enabling learning. | ApplicationInterview |
| Strong working knowledge of the legislative framework within which Social Care operates, inclusive of legislation, regulation and national guidance and procedures specific to this post. | ApplicationInterview |
| Thorough understanding of quality assurance frameworks and an ability to integrate and role model this into practice. Through use of your skills of analytical thinking and decision making, you need to be able to diagnose themes, patterns and trends of information to interpret information accurately. | ApplicationInterview |
| Knowledge of what good social care practice and good outcomes for children look like  | ApplicationInterview  |
| Seeks to influence internal and external stakeholders. Develop and establish a rapport with partner agencies and key stakeholders. Creates, maintains and seeks to develop collaborative relationships both internally and externally to enhance delivery of objectives. Demonstrates ability to resolve conflicts and can navigate and respond positively to challenges. | ApplicationInterview |

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [x]  | 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) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [x]  | 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 | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

|  |  |
| --- | --- |
| [ ]  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | 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 | [x]  | 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 |
| [x]  | Significant use of computers (display screen equipment) | [x]  | 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 |

|  |  |
| --- | --- |
| [ ]  | Other (please specify):  |

April 2022