**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: | Senior Practitioner – Emergency Duty Team |
| Salary: | £43,421 – £46,464 + 15% enhancement for antisocial hours |
| Grade: | Grade 12 |
| Hours: | 37 Hrs. on a shift rotation pattern. – we are open to discussions about flexible working. This position holds a 15% enhancement on Annual Salary – paid monthly |
| Team: | Emergency Duty Team. (EDT) |
| Service Area: | Children Young People and Families Directorate. |
| Primary Location: | *Abingdon Police Station*  *Colwell Drive,*  *Abingdon Oxon.*  *OX1* |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| *A brief overview of the key objectives of the job:*   * To ensure the provision of an out of hours’ emergency response and/or intervention to, children young people and families, vulnerable adults, other agencies to address safeguarding concerns and reduce risks until normal office hours resume. * To provide out of hours advice and guidance to professionals working with vulnerable adults, children, young people, and families. * To be the first point of contact for professionals, children, families and vulnerable adults or members of the public who have a concern and are making an emergency out of hours referral to statutory services * To contribute to and apply the Council’s strategy to support vulnerable adults, children, and families through the provision of out of hours’ emergency responses. * To provide service delivery in line with Oxfordshire’s principles and values of working with partners, vulnerable adults’ children, and families and within the relevant legislative framework. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.   * Being the first point of contact for professionals, members of the public or an individual who has a concern for themselves, for a child, family, or vulnerable adult which cannot wait until normal office hours resume. * Undertaking Child Protection enquiries. * Completing and working with Risk Assessments to ensure an individual’s safety is not compromised. * Promote, enable, and ensure partnership working. * General Childcare Work in line with the ‘Emergency Duty Role’. * Child and Vulnerable Adult PACE interviews as required. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# 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: |
| A relevant social work qualification and current Social Work England registration. | A: I: D |
| At least 3 years post qualifying social work experience within a statutory children’s service with an ability to demonstrate a clear understanding of child protection drawn from this experience, including leading child protection investigations (Section 47). | A: I |
| Experience of undertaking risk assessments in a range of contexts and subsequent safety planning to promote the safety and welfare of vulnerable children. | A: I |
| Able to demonstrate sound knowledge of relevant Legislative Frameworks for both Children and Adult related work. | A: I |
| Experience of working with unpredictability & crisis led work, including the ability to prioritise competing demands. | A: I |
| Experience of acting as a professional representative of the service, including involvement in and chairing of complex multi professional meetings. | A: I |
| Ability to demonstrate strong child centred and solution focused practice, including highly effective verbal and written communication skills. | A: I |
| Ability to respond in person to any out of hours emergency call out within Oxfordshire in a timely manner and flexibility in working arrangements to meet operational requirements. | A: I |
| Competent in the use of IT, social care recording system (LCS) and relevant Microsoft office applications. | A: I |
| Desirable Criteria | Assessed By: |
| |  |  |  | | --- | --- | --- | | |  | | --- | | * Previous experience in an emergency/out of hours service * Achieving Best Evidence training (ABE) * PACE training/experience * Previous experience supporting unaccompanied Asylum – Seeking Children, exploitation and missing children, and vulnerable adults. | |  | | |  | | A, I, D, T |

# 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): |