**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: | Standards Development and Compliance Manager  |
| Salary: | £57,178 - £60,485 |
| Grade: | Grade 15  |
| Hours: | *37 hours / week**Participation in the Managers On Call rota.* |
| Team: | Residential and Edge of Care (REoC) |
| 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: | To be responsible for the training budget and the casual bank for REoC.To have oversight and decision making of the REoC budgets in the absence of the Service Manager |
| Responsible to: | Service Manager, REoC |
| Responsible for: | Children's Residential Service Workforce Development and Quality assurance programme |
| Political Restricted Post: | N/A |

## Job Purpose

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| This role will lead on Quality Assurance, Standards development, and Regulatory compliance for Oxfordshire’s residential children’s provision. The post holder will conduct internal inspections within the registered homes, providing bi-annual reports of findings and action plans through effective monitoring and scrutiny to the Service Managers of REoC~~.~~This role will oversee the provider contract for Regulation 44 reports and advocacy of registered homes. They will also assist in the set-up process for new homes in Oxfordshire including registration of the homes, review of policies and procedures related to the service and recruitment, induction of staff within the new homes. The post holder will be responsible for leading on workforce development by working closely with HR Case Management & Advisory Servicesto ensure fairness and consistent approach towards people and performance management and including investigations, sickness absence monitoring, development, and management of the REoC services training plans, safer recruitment process (lead on Warner Interviews).This role will act up as Deputy Service Manager in the absence of the REoC Service Manager. |

## Job Responsibilities

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| * Design and deliver a timeline for setting up new homes in line with regulatory requirements. Assist the Registered managers to compile the Policies, Statement of Purpose, and Children’s Guide for New homes in the local authority. Provide Informal support, provision or guidance and advise to Registered Managers to support development of homes and relevant documentation for Ofsted registration.
* Provision of guidance and advise, to have clear oversight and detailed eye for maintenance of standards of homes. This includes communication with H&S colleagues for oversight of trends of health and safety issues across REoC provisions to prevent escalating risk.
* Responsibility for taking the lead on business continuity planning across the service.
* Overseeing Facilities Management with Registered Managers – including contracts, maintenance, security etc
* Accountable for development of quality assurance framework for registered homes by working alongside the Service manager. Support the Service manager in ensuring the process of quality audits and performance improvement programme are both quantitative and qualitative.
* Responsible for the quality assurance of all regulated documents before submission to Ofsted, including Reg 44/ 45.
* Accountable to undertake unannounced internal inspection visits to homes in line with Ofsted standards and expectations, using information and observation to provide factual reports on findings and recommended actions.
* Representation at contract meetings, analysing data and contributing towards the feedback for providers in relation to regulation 44 visits and advocacy services to the homes.
* To formulate and update (as required) policies/procedures to enhance service delivery.
* To support the process of safer recruitment of staff, and to coordinate the assessment of the Warner Process across REoC.
* To lead on the design and delivery of a training programme for staff to REoC and coordinate and produce induction standards, in line with regulatory requirements and processes.
* Assist the Service Manager to ensure that the policies and procedures within the registered homes are reviewed, clear and accurate reflection of current national and local guidance and governance. Keeping up to date with current legislation including Children’s Homes Regs 2015 and disseminating to relevant persons.
* Work closely with HR to ensure managers across REoC are compliant with HR policies and procedures and ensuring managers attend relevant trainings to enhance their people and performance management skills.
* Responsible to recruit to and maintain a casual bank for staff for the registered ~~and unregulated~~ homes. Ensure payment and supervisions to ensure quality of services are not compromised.
* Lead on coordinating training providers and Learning and Development programme bids. Responsible for recommending how funding related to training and development for the workforce is targeted and effective. Ensuring that these recommendations are provided to the Service Managers for agreement.
* To have an overview of internal investigations and maintain essential information relating to maintaining the safe delivery of service. To undertake investigations as required within the service.
* Responsibility for leading on wellbeing across the service.
* Line manage and provide supervision for the Assistant Standards Development and Compliance Manager.
* Act up to provide advice, guidance and support in the absence of the Service Manager.
* Responsibility to ensure timely payment of high-cost services and fees for the service. This position holds a Procurement card of an elevated amount.
* 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: |
| Professional Social Work qualification and registered with SW England. Educated to a degree level or equivalent. | A, I, D |
| Good working knowledge of childcare legislation, guidance and regulations including Working Together to Safeguard Children 2015. Expert knowledge of Children’s Homes Regulations 2015 and Quality Assurance Standards. | A,I,D |
| Detailed understanding of the government policy agenda and emerging proposals for future with specific focus on Children’s residential sector. | A,I,D |
| Experience of working in a residential care setting at a managerial level including knowledge of managing residential children’s homes.  | A,I,D |
| Experience of managing budgets and understanding of financial management of resources. | 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. | A,I,D |
| Experience of producing high standard quality analytical reports for internal scrutiny. | A,I,D |
| Able to make clear management and financial decisions that take full account of value for money, 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 in line with practice standards and regulations. | A,I,D |
| Strong understanding of quality assurance standards in line with residential care settings and Ofsted. | A,I,D |
| **Desirable Criteria** | **Assessed By:** |
| Have a Level 5 residential leadership and management qualification or willingness to study for the Level 5 award. |  |
| 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. |  |

# 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 | [x]  | 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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| [x]  | 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 | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

October 2024