



Job Summary Overview	
Job title	Locality Manager (including Locality Teams and Neighbourhood, learning Disability, Moving into adulthood)
Career family	People Care
Professional pathway	Social Care and Education
Professional pathway level	Operational Manager / Senior Manager (Tier 5a)
Grade	15 (if in Home First Service 5% enhancement for on call cover as part of a rota to ensure an effective 7-day working/365 days per year model of working)
Reports to	Head of Service
Financial responsibility	Cost centre Manager for staff budget over £1 million. Individual services authorisations up to £75K per annum.
Supervisory responsibility	Maximum of 7FTE direct reports Team size up to 50 FTE
Reference number	ROP-SOC-2025-5A

Job Summary
<p>The Locality Manager is responsible for day-to-day operational leadership of localities ensuring the teams comply with relevant legislation such as the Care Act 2014, Mental Capacity Act 2005, and Mental Health Act 1983, including providing personalised information and advice to individuals, families, and carers.</p> <p>The Locality Manager is responsible for translating strategy into operational deliverables. The post requires collaboration with adult social care and stakeholders to foster strong communities and ensure value for money.</p> <p>The role is consistently fast paced and highly pressurised as the Locality teams are working with significant risk levels, high intensity and unpredictability of workload, and therefore will require Locality Managers to be highly adaptable and managing competing priorities.</p> <p>They may deputise for the Head of Service as and when needed.</p> <p>For the Neighbourhood Locality Manager, the post holder will work with colleagues and key stakeholders across organisational boundaries, co-design initiatives focussed on achieving safe, effective and timely discharges via a Discharge to Assess (D2A) model. The post holder will be</p>



responsible for meeting the challenge of tight timescales, and processes that may need to be deconstructed in reducing barriers to change. The function is key to support patient flow and maximise independence, leading a team of practitioners to deliver a Discharge to Assess (D2A) model, assessing patients within 72 hours of being discharged from the hospital and maximising long-term independence

All Locality Managers are responsible for:

- Forecasting and managing their budget, reporting performance of their team to Senior Leaders.
- Service improvements and contribute to developing a strategic approach in relation to managing the high demands. This ensures a responsive, high-quality service is being delivered consistently to our residents.
- Crisis interventions on a regular basis working in collaborating with relevant stakeholders, including commissioners, health colleagues and the police.
- Implementing innovative, strength-based approaches to service improvement and community support, ensuring effective business continuity plans are in place and understood.
- Making meaningful contributions to the delivery of directorate strategic priorities and undertaking responsibilities that extend beyond the immediate team, covering for Head of Service as and when needed.
- Ensuring effective safeguarding policies and procedures are followed to protect vulnerable individuals.
- Ensure adherence to professional registration standards and the Council's practice standards.
- Supporting the professional development of all colleagues within the team.
- Responding to complaints/Local Government Ombudsman (LGO) requests.
- Responsible/accountable for the performance of the team and translating the data analysis to report to senior management.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Recognised Social Worker Occupational Therapy Qualification with relevant professional registration	✓	
Strong ability to use IT systems (word processing, emailing, internet)	✓	
Strong understanding of Data Protection Regulations including understanding of confidentiality and information sharing protocols	✓	
Experience of leading a social care team in a similar setting ensuring team remain highly motivated to deliver excellent services.	✓	
Excellent communication skills.	✓	
Delivering customer-focused services and implementing practice changes, with significant experience of working with a range of internal	✓	



and external stakeholders, strengthening partnership working and collaboration.		
Knowledge of relevant legislation and procedures.	✓	
Experience of handling adult safeguarding investigations in line with relevant procedures and legislations.	✓	
Experience of budget management.	✓	
Strong organisational and delegation skills.	✓	
Proactive and adaptable to change.	✓	
Ability to manage multiple competing demands whilst remaining calm under pressure and flexible in approach and considering impact on team and wider service.	✓	
Demonstrates continuous professional development with ability to listen to act upon constructive feedback.	✓	

Working Arrangements

- The post is not politically restricted.
- Enhanced DBS check with Barring List is required.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy [Agile working policy and summary | Oxfordshire County Council Intranet](#)
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	✓	Restricted postural change – prolonged sitting
✓	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing



<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		