**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications, and experience.

# Section A: Job Profile

The job profile provides 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: | CEF Service Manager, MASH and Early Help |
| Salary: | £61,605- £64,925 |
| Grade: | 16  |
| Hours: | 37  |
| Contract Type: | Permanent |
| Team: | Early Help, Prevention and Assessment  |
| Service Area: | Children’s Social Care  |
| Primary Location: | County Hall (CEF sites across the county)  |
| Budget responsibility: | Yes – MASH ( 3 million)  |
| Responsible to: | Assistant Director – Early Help, Prevention and Assessment  |
| Responsible for: | MASH services and partnership working Lead for Family Hubs  |

## Job Purpose

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| * To ensure consistent application of governing legislation and OSCP Early Help and Prevention Strategy with specific responsibility for Family Hubs
* To ensure service provision is achieved in line CEF principles and values in working with children and their families. All children and young people are given the best start in life through supportive education and preparation for their future.
* To provide leadership for and management of allocated resources to ensure and that CSC Practice Standards, operating model of Family Safeguarding are delivered to achieve positive outcomes for children and their families.
* To lead the operations of the Multi-Agency Safeguarding Hub (MASH) and Locality Community Support Service (LCSS), working closely with children’s social care teams and partner agencies.
* To manage the performance of the MASH, ensuring that a safe, effective and timely response is provided to children and families who need both additional and specialist services, or urgent safeguarding intervention.
* To be responsible for collaboration with partners to ensure that there is a common understanding of local thresholds across the partnership, including support and challenge as required.
* To contribute to the operational management and strategic development of the Service as a member of the Children’s Services Management Team to be inspection ready and deputise for Assistant Director’s
* To provide joint leadership of LCSS and MASH across partnership in order to promote. Early help and early intervention provide access to the right support at the right time to enable independence and reduced need.
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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.* To provide overall operational management of LCSS and MASH.
* To provide regular supervision to managers in line with CEF supervision standards – that both address performance and practice standards.
* To lead and collaborate with other Service Managers in CEF the interface and child focused transfer arrangements between service areas.
* To lead the continuing development of the MASH, overseeing, co-ordinating and leading operations in the MASH.
* To maintain clear management reporting arrangements and support and develop a positive sense of “team” within the MASH.
* To line manage the Children’s Social Care element of the MASH and in doing so to be accountable for effective management of staff performance, ensuring that appropriate workforce development arrangements and robust management of underperformance are in place
* To ensure that performance in the MASH meets specified targets, and that effective performance management and reporting arrangements are in place and working effectively.
* To be accountable for the delivery of high-quality services within budget; monitoring and analysing expenditure to ensure efficiency and effectiveness of the service; review and realignment of budgets to meet requirements for targeted service delivery improvements
* To report regularly to the MASH Partnership OSCP, including reporting on partner performance in relation to contacts, referrals and information-sharing. This includes identifying blockages and areas of poor performance, as appropriate.
* To ensure that services are delivered in accordance with legislative, contractual, regulatory, and best practice frameworks
* To ensure appropriate budget management in compliance with OCC financial management protocols.
* To ensure appropriate people management, in accordance with OCC policies and processes, to include attendance management, performance, professional and personal development, equality and diversity and health, safety and welfare.
* To be responsible for ensuring systems are developed and used to identify and address service performance and improvement.
* Responsible for ensuring own and service’s compliance with the Quality Assurance Framework and closing the loop activity.
* To devise and monitor processes, structures and practices to ensure identified workers understand and deliver on key performance targets according to best practice.
* To lead, motivate, challenge and develop staff to ensure a fully integrated and continuously improving service, ensuring the consistent application of trauma informed, restorative practice and motivational interviewing.
* Monitor and use relevant data to quality-assure and identify gaps in service provision, to enable multiagency service planning across the area, including development and delivery of evidence-based interventions alongside key MS, DA and substance misuse partners.
* Work flexibly in different offices to enable relationship building and swift response to issues that may arise.
* Demonstrate a commitment to professional development of self and others.
* Work in a pro-active inclusive manner to ensure fairness and equality of opportunity for all and actively work to address inequalities and work in an anti-oppressive and anti-discriminatory manner.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
* Cooperate on all issues involving health and safety.
* Use work items provided for you correctly, in accordance with training and instructions.
* Do not interfere with or misuse anything provided for your health, safety, or welfare.
* Report any health and safety concerns to your line manager as soon as practicable.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications, and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Social Work qualification. | D |
| Registration with Social Work England. | D |
| Commitment to own continuous professional development. | A, I |
| IT capability including use of Word, Excel, Powerpoit, Outlook and Microsoft Teams. | A |
| Demonstrates a proven ability to promote practice that is inclusive, culturally sensitive, and anti-discriminatory. | A, I |
| Actively asks for and takes into account other people’s views and opinions. | I |
| Can produce appropriate written work - letters, forms, reports etc and follow departmental procedures. | A |
| Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development. | A |
| Is a reflective practitioner who is able to support reflection in others. | I |
| Ability to deal with work of a confidential nature. | A |
| Is flexible and able to use their initiative, whilst accepting the need to work within policies and procedures. | I |
| Sensitive, approachable, empathic. | I |
| Ability to work autonomously. | I |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin, or disability. All staff are required to observe this policy in their behaviour to other employees and service users.  | A |
| Desirable Criteria | Assessed By: |
| Experience of coaching or mentoring. | A |
| Leadership course  | A |

# 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 include:

|  |  |  |  |
| --- | --- | --- | --- |
| [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 |
| [ ]  | 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 | [ ]  | 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) | [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):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after considering any personal requirements.