

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:	Fostering Recruitment Support Worker
Salary:	£29,269 - £32,076 per annum (£14,634.50 - £16,038 pro rata)
Grade:	Grade 8
Hours:	18.5
Contract Type:	Temporary for 12 months
Team:	Fostering Recruitment (Countywide)
Service Area:	Fostering
Primary Location:	Ron Groves House, Kidlington. <i>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.</i>
Budget responsibility:	N/A
Responsible to:	Fostering Recruitment Team Manager
Responsible for:	N/A
Political Restricted Post:	N/A

Job Purpose

- To work alongside social workers in the Fostering Teams, particularly recruitment, contributing to service delivery.
- Direct work with potential foster carers.
- To assist carers and social workers with the application/ assessment process; undertake statutory checks and references and ensure these are completed within statutory timescales.
- To provide performance data to evidence that we are meeting statutory timescales.
- Any additional identified supports to the fostering recruitment campaign.

Job Responsibilities

1. To be a point of contact and provide assistance to prospective foster carers in the stages of the fostering process and monitor progress and timescales.
2. To report and follow up on issues either with the Supervising Social Worker or manager.
3. To support carers to register for mandatory training.
4. Record any visits, observations and meetings on the electronic systems to the agreed standard and within timescales.
5. Be an IT/LCS champion for the fostering processes.
6. To work with the Managers, regarding collection and processing of data for the information management systems and databases, ensuring accuracy and security of data and compliance with statutory requirements.
7. Contribute to the development of fostering service for example fostering assessment support group.
8. To support the county marketing manager with community and engagement events.
9. To undertake such duties relevant to the post as may be required from time to time.

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:
Educational achievements, Qualifications, Training and Knowledge: English Language and Mathematics GCSE 4 or above (was Grade C or above), or equivalent, or comparable ability	A, D

<ul style="list-style-type: none"> • Two Years Proven administrative experience • Ability to act with integrity and impartiality, promoting a working environment that supports the Council's values. • Ability to act with integrity and impartiality, promoting a working environment that supports the Council's values. • Ability to demonstrate service insight or understanding of Foster Carer recruitment. • Experience and regular use of Microsoft Office applications and the Internet, including Word, * Excel, Outlook and PowerPoint, to at least an Intermediate level • Experience of dealing effectively with challenging situations • Ability to be proactive, motivate and contribute towards change within the Fostering Service. • Resilient and able to work in challenging and complex situations. • Confident and approachable manner • Use of initiative within legal and departmental constraints. • Willingness to share time and skills with colleagues 	A, I
Key Competencies	Assessed By:
Ability to integrate and apply knowledge, values, and skills to practice situations in a purposeful, intentional, ethical and professional manner to promote well-being	A, I
Job Related aptitude and skills: Essential	Assessed By:
<ul style="list-style-type: none"> • Ability to communicate effectively by telephone, in writing, by e-mail and in person with a wide range of people, in a wide range of situations and build effective working relationships internally and with partner agencies. • Methodical and organised approach to tasks, with an eye for detail • Ability to work calmly under pressure prioritising competing demands effectively • Initiative, flexibility and ability to handle change • Ability to produce accurate summaries of meetings, events and conversations • Ability to be proactive, motivate and contribute towards change within the Fostering Service • Ability to attend work regularly and on time 	A, I
Personal qualities: Essential <ul style="list-style-type: none"> • Commitment to providing good customer service with a drive for continuous improvement • Ability to work alone, as well as working co-operatively as a team member • Able to deal with work of a confidential nature • Resilient and able to work in challenging and complex situation • Confident and approachable manner • Commitment to continuous personal development 	A, I
Equal Opportunities: Essential <ul style="list-style-type: none"> • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. 	A, I

Special Requirements: Essential

- Satisfactory standard/enhanced Disclosure and Barring Service Check (where required)
- Experience/understanding/knowledge of fostering and children in Care
- Use of a vehicle and the ability to travel to and access a variety of premises
- Commitment to inter-agency working
- Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies.

A, I

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](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
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<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	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	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 type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input 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 type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		