**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: | Continuous Improvement Lead |
| Salary: |  |
| Grade: |  |
| Hours: | *e.g.,37 per week. We are open to discussions about flexible working*. |
| Team: |  |
| Service Area: | Safeguarding, Quality Assurance, Improvement and Partnerships Children, Education and Families |
| Primary Location: | County Hall, Oxford OX1 1ND*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: |  |
| Responsible to: | Service Manager Inspection Readiness |
| Responsible for: |  |
| Political Restricted Post: |  |

## Job Purpose

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| The purpose of this job is to work collaboratively across CEF, using learning from quality assurance activity to strengthen and develop all areas of children’s services’ skills, knowledge and practice to ensure best outcomes for children. The post holder will be part of the CEF Safeguarding, Quality Assurance, Improvement and Partnerships division; this role is integral to driving continuous service improvement and taking lead operational responsibility for supporting the service to be prepared for inspections in line with DfE and OFSTED statutory requirements. Across Children’s Social Care, Education and Youth Justice, the Continuous Improvement Lead will support the delivery of the quality assurance framework and ensure that learning from quality assurance activity becomes actioned and embedded back into practice. The Continuous Improvement lead will promote the embedding of relationship-based social work practice principles and a range of systemic, family safeguarding programme and solution focussed approaches and tools.  |

## Job Responsibilities

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| The post holder will be expected to lead on continuous service improvement, including but not limited to:* acting as a champion of ‘what good looks like’ and of effective leadership, role modelling for practitioners in line with local Practice Standards.
* supporting a culture and environment of learning across the service to improve practice, providing open, transparent and objective dialogue across all management levels.
* collaborate with the Principal Social Worker, practitioners and internal and external stakeholders to develop and implement local policies and training strategies.
* strengthen, support and develop areas of skills and knowledge in teams and service delivery and ensure these are evidenced and reflected within practice, young people’s records and plans.
* Analyse and share excellent practice to promote consistency across the directorate.
* lead audit activities, analyse outputs and make recommendations for improving practice
* Work alongside the service manager for inspection readiness and the Principal Social Worker to ensure that the quality assurance framework is effective
* Use learning from all quality assurance activities to analyse and identify areas for development and training; being able to present this learning to senior managers
* Scope and develop practice improvement initiatives with team/service managers in response to quality assurance learning; supporting staff and working in collaboration with partner agencies, children, young people, and families.
* lead and plan workshops across Children’s Social Care, Education and Youth Justice and provide qualitative feedback on these events alongside analysis on what difference it has made.
* Support the development and delivery of action plans to address development areas; ensuring that learning is embedded in practice and the impact can be evidenced.
* Support and embed co-production, ensuring the voices of children and families are used to inform service improvement plans.
* Work closely with colleagues across the directorate to share learning from quality assurance.

The post holder will lead in supporting the CEF service to be prepared for inspections in line with DfE, OFSTED and HMIP statutory requirements. This will include, but is not limited to:* supporting colleagues before, during and after inspections, ensuring that required knowledge and learning is shared and understood
* act as an ‘expert’, to provide and promote consultation, facilitate bespoke learning events and provide presentations to wider stakeholders as required across all service areas.
* Keeping information sources on inspection readiness, such as internal websites up to date.
* drive inspection improvement plans forwards, working across the CEF directorate.
* In line with service requirements, progress Inspection readiness and effectiveness, ensuring teams are continuously ready for inspection.
* promote communication and share learning opportunities by liaising with other key partners and providing opportunities of shared learning or workshops. This would include representing Oxfordshire at internal and external meetings and events relating to the objectives of the post as required.

The post holder will need to be able to respond agilely to immediate needs and competing and changing demands, often working in a fast-paced environment. To undertake all work activities ensuring that the Council’s policies and procedures (including Equal Opportunities and Health and Safety) are adhered to and that the organisation’s values are upheld.**The duties and responsibilities outlined in this job description are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.** |

# 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: |
| Social Work Qualification; Educated to Degree level; Must be registered with Social Work England. | Application |
| Displays an awareness, understanding and commitment to the protection and safeguarding of children, young people and vulnerable adults through creative and innovative practice. | ApplicationInterview |
| Demonstrable experience and advanced understanding of systemic approaches, and solution focused interventions. This would reflect and demonstrate an advanced understanding of its application to practice across services including children in care, Youth Justice, child protection conferences and children in care reviews, early help, and safeguarding services. | ApplicationInterview |
| Experience of delivering, chairing and facilitating training and workshops and complex meetings related to practice improvement and development involving children in care and safeguarding and child protection processes.  | ApplicationInterview |
| Experience in auditing to include some or all; data collection by means of file review, user survey; focus groups. | ApplicationInterview |
| Substantial experience of direct work with children and young people and their families within a social care context inclusive of having undertaken complex assessments. | Application Interview |
| Ability to relate and communicate effectively verbally and in writing, with a wide range of audiences including service users, professional staff and senior managers. | ApplicationInterview |
| Extensive experience of working in partnership in complex cases where culture, race, gender, sexuality and disability are key factors in provision. | ApplicationInterview |
| Experience and competence in word processing, spreadsheet use, database management and presentation software. | Application |
| Experience of acting in a supervisory capacity with students, social workers and practice teaching/ Mentoring/ Coaching staff or students, to enabling learning. | ApplicationInterview |
| Strong working knowledge of the legislative framework within which Social Care operates, inclusive of legislation, regulation and national guidance and procedures specific to this post. | ApplicationInterview |
| Thorough understanding of quality assurance frameworks and an ability to integrate and role model this into practice. Through use of your skills of analytical thinking and decision making, you need to be able to diagnose themes, patterns and trends of information to interpret information accurately. | ApplicationInterview |
| Seeks to influence internal and external stakeholders. Develop and establish a rapport with partner agencies and key stakeholders. Creates, maintains and seeks to develop collaborative relationships both internally and externally to enhance delivery of objectives. Demonstrates ability to resolve conflicts and can navigate and respond positively to challenges. | ApplicationInterview |
| Experience and understanding of diversity issues and impact on total quality of services. | ApplicationInterview |

# 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 | [x]  | 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) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [x]  | 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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| [ ]  | 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 | [x]  | 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 |
| [x]  | 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 |

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| [ ]  | Other (please specify):  |

April 2022