

# 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:	Senior Practitioner
Salary:	£43,421 - £46,464
Grade:	12
Hours:	37 per week. We are open to discussions about flexible working.
Team:	DOLS Supervisory Body Office
Service Area:	Strategic Commissioning
Primary Location:	The Meadows, Britwell Rd, Didcot OX11 7JN  <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:	none
Responsible to:	DoLS Manager
Responsible for:	n/a
Political Restricted Post:	n/a

### Job Purpose

*A brief overview of the key objectives of the job:*

To assist the DoLS Manager in the operational management of the DOLS supervisory body office, ensuring the highest standards of service are provided, within the County Council's Standing Orders and Scheme of Delegation.

To ensure that the DOLS supervisory body is fully operational at all times ensuring the service is provided and delivered according to Directorate policies, procedures and guidelines.

To assist the DoLS Manager and other staff with providing advice by telephone and organising face to face training sessions both internally and externally

This post holder is responsible for ensuring that all County Adult Protection Policies are adhered to and concerns are raised in accordance with these policies.

## Job Responsibilities

- To support LA professionals applying the Act, and to encourage best practice by those professionals
- To act as a resource for DOLS information, guidance and best practice
- Provide advice and pro-active support to Supervisory Body and Managing Authority staff on DOLS issues and ensure that the delegated duties of the Supervisory Body are performed.
- Ensure that there is guidance available for patients, relatives and carers on the MCA, DOLS and associated legislation, and on patients' rights under such legislation.
- Keep up to date with developments in case law and statutory guidance in relation to the MCA, DOLS and associated guidance and legislation
- To assist, as delegated, in the implementation of Directorate policies and procedures within the statutory requirements. This entails the following:

To ensure the implementation of relevant legislation, policy and procedures.

To take part in the Directorate's quality and performance frameworks

To promote networks and partnerships

To input into first level complaints

To provide supervision, as delegated, to Care Managers/Social Workers, Care Manager Assistants, Duty Worker, Reviewing Officers, Volunteers, and Students. The supervisory tasks include:

Assuring parity of casework decisions

Chairing case discussions

Monitoring caseloads and practice

Enabling professional/personal development

Identifying and facilitating induction/training needs

Assisting in staff appraisals

Handling minor complaints

Inform line manager of individual case issues that may have implications for others on policy/Directorate strategy.

Facilitating change

- To contribute to the control of the budget. Any delegated responsibility will be exercised in accordance with the Directorate's scheme of delegation.
- To contribute to the development of Service Plans.
- To contribute, as delegated, to the provision of statistical information on the work of the team. This will include ensuring that, a) relevant databases are kept up to date by the team members, and b) reports on information are provided when requested by the Senior Management.
- To ensure records and information systems are kept accurately including the inputting and updating of information on the Directorate's computerised information systems (eg LAS records)

- To accept responsibilities, where appropriate (for example developmental “lead” role with particular client group, Supporting People contributing to training programmes, monitoring Duty system, and acting as an experienced consultant to less experienced team members).
- To deputise, as appropriate, in the DoLS Team Manager’s absence
- To contribute to Directorate research as required.
- To attend appropriate multi-disciplinary meetings as a representative of the specialist team for that sector.
- To enhance skill levels and improve practice of team.
- To contribute to training initiatives across the Directorate.
- The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.
- **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

**Please note:** Oxfordshire County Council is in the process of rationalising and re-organising office accommodation across the county. The impact of this Better Offices Programme will include the provision of good quality modern work-style offices in accessible locations that meet service needs, allow greater integration of service teams, better delivery of services, more modern and pleasant working environments for staff and improved environmental performance.

It is likely that a large number of posts not based in schools will be affected in some way by this change programme. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.

## 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.

<b>Essential Criteria</b>	<b>Assessed By:</b>
CQSW/CSS/DipSW or equivalent Social Work qualification or other registered professional qualification (O.T)	A/D
Must be registered with the SW England or equivalent, or able to prove in the process of registering	A/D
Good knowledge of relevant legislation (specifically MCA and DOLS).	A/I
Qualified Best Interests Assessor	A/D
Wide range of relevant experience including Social Services	A/I

Satisfactory enhanced Criminal Records Bureau disclosure.	D
Use of own vehicle /Ability to access public transport	
Ability to access a variety of premises	
Commitment to interagency working	
Some flexibility in working arrangements/hours to meet operational requirements	
Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and delivery of services.	
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Co-working cases	A/I
Consultancy/training	A/I
Specialist area of work/client group	A/I
Inter-agency liaison	A/I
Supervision	A/I
Project work	A/I
Working in partnership with Health	A/I
Attention to details without losing sight of wider context	A/I
Excellent IT skills	A/I
Some knowledge and appreciation of DoLS Manage role	A/I
Ability to promote Departments image	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 checked="" 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
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" 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 checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" 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 checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		