**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: | Health & Care Innovation Officer |
| Salary: | |  | | --- | | £44,711 |   to £47,754 |
| Grade: | **12** |
| Hours: | 37 hours per week. We are open to discussions about flexible working |
| Team: | Innovate Oxfordshire |
| Service Area: | Economy and Place |
| Primary Location: | Westgate Library  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: | Up to £350K |
| Responsible to: | Health & Care Innovation Team Leader |
| Responsible for: | Flexible resource – according to project demand |
| Political Restricted Post: | No |

## Job Purpose

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| * Development and support of the Innovate Oxfordshire Health and Care programme including the effective delivery of project plans and pilots. * To act as an account manager for the project areas of responsibility to ensure that effective business and people management of the service is undertaken in accordance with the council’s policies and practices.      * Oversee the development, monitoring, reporting and delivery of internally and externally funded key Health and Care Innovation pilots per annum. * Support of the development of the external funding strategy and creation of dynamic partnerships in health and care across academia, business, and the third sector for the pursuit of collaborative funding opportunities. * Liaise with Oxfordshire County Council Commissioning team, Health Partners, external partners and stakeholders to ensure that Health & Care projects are meeting key strategic objectives.      * Delivery of workshops and bringing together internal and external stakeholders to prioritise the key challenges and developing a collaborative approach to developing project solutions.      * To support the development of innovative digital technology and tools to provide improved services to the older population of Oxfordshire in receipt of Adult Social Care. * Harness a detailed understanding and knowledge of the industry as well as a broad network of relevant contacts to identify opportunities to help contribute to the development of other new projects and partnerships. The Health & Care Innovation is responsible for identifying new funding opportunities and contributing to writing funding bids. * Written and verbal high-level reporting on project progress at Adult Social Care Senior meetings and Programme meetings, integrating feedback from these forums into operational planning. * Undertake project management and participate actively in Innovate Oxfordshire and organisational planning and activities and participate in internal staff management processes such as performance reviews, supervisory meetings, etc. * This post holder is responsible for ensuring that all relevant county policies and procedures are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| *As this is a split grade post, the duties expected at each level differ, and have been set out separately. If covering the post at the higher level, the post holder will be expected to undertake all duties on both the lower and higher level lists.*  Grade 12 Tasks   * Pro-actively coordinate and deliver all aspects of successful projects * To manage implementation and delivery of individual schemes / projects relating to the service area. * Delivery of written reports and verbal presentations to internal audiences, external stakeholders, and grant funders. * To undertake site visits and liaise directly with people in receipt of social care, paid and unpaid carers and providers of social care as per project requirements. * Manage own workload and the resources required to ensure successful project delivery. * Promote a strong customer service focus within the Service and where possible take account of customer requirements, including responding to customers in ways that are clear and jargon free. * Promote and deliver improved communication with individual residents, communities, other local authorities and key stakeholders. * Provide necessary information for performance management measures. * Remain contemporary with legislation and best practice and ensure that relevant initiatives are adopted to develop the effectiveness of the service. * Maintaining excellent, effective working relationships with stakeholders, key strategic partners, senior managers, politicians and other teams. * Any other duties as may be deemed necessary to carry out the full remit of the role   Grade 13 Tasks:   * When managing projects ensure that we deliver best value for money and achieve commercial targets. * To manage or coordinate staff who are working within the same specialist service area (potentially across geographical areas) to ensure shared outcomes are delivered. * Manage external stakeholders and consortium members to achieve project outcomes committed by Innovate Oxfordshire. * Deliver and manage financial record keeping and reporting to external grant funders and internal reporting mechanisms relating to projects including claim submissions and internal audit review process * Maintaining excellent, effective working relationships with stakeholders, key strategic partners, senior council directors, politicians and operational teams.   Note: the duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility |

# 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: |
| Educated to Degree level or equivalent professional experience in Health & Social Care setting | A |
| In depth understanding of national and local policies relating to Health & Social Care  Experience of implementing and managing a commercial social care CRM system | A/I |
| Experience of project management, monitoring and reporting | A |
| Experience of Internal & External Stakeholder Management | A/I |
| Excellent report writing and presentation skills | A |
| In depth understanding of the landscape relating to the use of digital and technology in Health & Social Care | A/I |
| Ability to work on own iniative and manage own workload to achieve project outcomes & KPI’s | A/I |
| In depth understanding of systems pathways and relevant stakeholders in Health and Social Care | A/I |
| . |  |
| Desirable Criteria | Assessed By: |
| Experience in successfully accessing external grant funding | A/I |
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# 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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|  | 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 |  | 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 |  | 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) |  | 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 2025