



Job Summary Overview

Job title	Reviewing Officer, Review team
Career family	People Care
Professional pathway	Social Care and Education
Professional pathway level	Entry level / Trainee / Assistant Officer (Tier 7c)
Grade	8
Reports to	<ul style="list-style-type: none">Review Officer, Review team will report to Senior Practitioner, Review teamReview Officer, LD team will report to Practice Supervisor, LD team
Financial responsibility	The post holder will not be a budget-holder but must have an awareness of the need to work within a tightly controlled budget.
Supervisory responsibility	None
Reference number	ROP-SOC-2025-7C

Job Summary

This role in Adult Social Care predominantly involves the setting and completion of stable annual reviews in the Countywide review team and Learning Disability Team with some 4–6-week reviews following hospital discharge.

Responsibilities include:

- Working within the requirements of the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983 and any other relevant legislation, guidance and codes of practice, providing personalised information and advice to individuals, families and their carers.
- Being responsible for the management and prioritisation of a caseload as allocated by the Practice Supervisor/Senior Practitioner. To refer cases, in discussion with the Supervisor, to an appropriate team where complex needs or safeguarding issues arise.
- Using strength-based approaches, ensuring that in responding to eligible needs all options including the use of informal support networks, community resources, and the assessment of equipment and Occupational Therapy are explored to achieve identified outcomes.
- LD Reviewing Officers will need to have a strong working knowledge of supported living and residential settings and to ensure that support hours are being utilised as effectively as possible.
- Connecting people with their local community. This includes finding suitable voluntary and community activities in line with the principles of the Oxfordshire Way.
- To undertake timely and proportionate, task focused reviews and interventions and other duties relating to individuals, families and carers, maintaining a high level of throughput and quality.



- Ensure support plans are reflective of the individual's needs and outcomes by providing a clear breakdown of how these are being met, regardless of determination of eligibility.
- Identify and make necessary arrangements where an individual would benefit from services which will improve and maintain independence, in particular, reablement services and basic equipment including Assistive Technology to meet needs and reduce risk.
- To make telephone enquiries, virtual interventions and undertake face to face visits in the community.
- Identify and appropriately report any adult and children safeguarding concerns.
- Undertaking Mental Capacity assessments where required commensurate with appropriate skill level t complexity

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
• GCSE Maths and English Grade 4-9	✓	
• Experience of working (paid or voluntary) in a care related field e.g. social care, health	✓	
• Experience of managing own's workflow and supporting the processes to manage and standardise activity and demonstrate an ability to work within agreed targets including safeguarding timeframes	✓	
• Highly organised with a solution focused, logical and innovative approach to challenges	✓	
• Active listener and responsive to the view of others	✓	
• Acknowledges, respects and responds to individual differences and diversity requirements	✓	
• Satisfactory Disclosure and Barring Service (DBS) check.	✓	
• Ability to travel to and access a variety of premises including people's homes	✓	
• Ability to move and handle equipment and people in line with relevant health and safety / safeguarding procedures	✓	
• Working knowledge of supported living and residential settings (Review Officer, LD team)	✓	
• Social and community services experience.		✓
• Experience of strength-based assessments.		✓
• Up to date knowledge of recent legislation and government policy within social and health care sector		✓
• A good understanding of the role & value of carers		✓
• Assessment and provision of equipment and adaptations		✓

Working Arrangements

- The post is not politically restricted.



- Enhanced DBS check with Barring List is required.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy [Agile working policy and summary | Oxfordshire County Council Intranet](#)
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post 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 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
✓	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
✓	Significant use of computers (display screen equipment)	✓	Work with vulnerable children or vulnerable adults
✓	Undertaking repetitive tasks	✓	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
✓	Potential exposure to blood or bodily fluids	✓	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		