**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: | Administrator |
| Salary: | £28,163 - £30,060 |
| Grade: | Grade 7  |
| Hours: | *37* |
| Team: | Safeguarding |
| Service Area: | Adult Social Care |
| Primary Location: | **The Meadows, Britwell Road, Didcot** |
| Budget responsibility: | None |
| Responsible to: | DoLS Manager |
| Responsible for: |  |
| Political Restricted Post: | No |

## Job Purpose

|  |
| --- |
| *A brief overview of the key objectives of the job:*To provide advice and information to all relevant stakeholders on Mental Capacity Act and Deprivation of Liberty Safeguards. To support the implementation and on-going legal and practice requirements of the Mental Capacity Act across Oxfordshire County Council.To assist in the development and management of the administrative systems as required by statutory regulations, for the delivery of Oxfordshire County Council’s duties in relation to their roles as Supervisory Bodies as prescribed by the Deprivation of Liberty Safeguards’ Code of Practice. To provide support and guidance for health and social care providers in Oxfordshire to develop and comply with their roles as Managing Authorities as prescribed by the Deprivation of Liberty Safeguards’ Code of Practice. |

## Job Responsibilities

|  |
| --- |
| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* To provide professional advice to staff across Oxfordshire County Council on the operation and practice of the MCA and DOLs and advice and guidance to staff in the discharge of their responsibilities to carry out mental capacity and best interests assessments.
* Providing a “pre-application” advisory service to Managing Authorities and other relevant individuals on potential DoLS applications.
* Receiving applications and upload onto Oxfordshire County Councils system. We are currently using the Liquid Logic DoLS module.
* Completion of Administrative tasks involved in the processing of applications for DoLS through the DoLS module system.
* Arranging referrals for Independent Mental Capacity Advocates and Representatives.
* Ensuring Managing Authorities receive standard authorisations via our electronic postal system or manual process, and ensuring they are aware of any conditions imposed by the Supervisory Body.
* In conjunction with other OCC departments, ensuring all relevant records are available for Court of Protection.
* Recording DoLS applications and outcomes on the County Council Systems
* To be responsible for the on-going development and implementation of the administrative systems in relation to DoLS liaising with the Service Improvements and ICT teams.
* To collaborate with Safeguarding Adults colleagues in relation to overlapping issues and report suspected abuse to the appropriate referral points.
* To ensure that a performance monitoring and quality assurance framework is established and maintained in relation to MCA/DOLs processes and that information is collated and reported to the DoLS Team manager.
* To ensure that invoices sent into the Supervisory Body are paid appropriately using the County Council payment systems and to maintain records of all purchases made by the Supervisory Body and to ensure all payments are made in a timely manner.
* The postholder will attend meetings with and receive supervision by the line manager including reviews of performance as part of the Corporate Managing Individual Performance system.
* The post will be located at Adult Social Care offices working alongside other Adult Social Care and Adult Safeguarding colleagues. Please be aware that the Council currently operate a hybrid approach between working in the office and at home.
* Task priorities will be determined by the line manager but a level of initiative is expected in order for the postholder to manage their own workload effectively.
* There are no physical demands of the job that are beyond the normal experience of day-to-day office tasks (eg minor lifting and handling such as small packages/boxes within recognised Health & Safety limits).
* The Mental Capacity Act and Deprivation of Liberty Safeguards are complex areas of legislation, The postholder will need to have an awareness of the legislation
* This post demands a reasonable level of flexibility and adaptation to changes.
* Team working is essential for delivery of the service and the postholder will be expected to fully contribute to this way of working. It requires a positive approach and willingness to assist, from time to time, in areas not directly connected with the main duties and responsibilities of the post.
* The postholder will be expected to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
* The postholder will be expected to abide by the Council’s Health and Safety, Valuing Diversity and Ways of Working policies to ensure they are incorporated into all aspects of the work.
* All Oxfordshire County Council employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
 |

# 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: |
| * Awareness of and understanding of key legislation (i.e. Mental Capacity Act 2005, Mental Health Act 2007 Annex on Deprivation of Liberty Safeguards); statutory instruments and guidance and national policy frameworks relevant to the assessment and protection of adults who lack capacity.
* Awareness of and understanding of key legislation governing care services for vulnerable adults and support for carers.
* Knowledge and understanding of Data Protection legislation.
* Awareness and understanding of performance assessment frameworks for the Local Authority. Awareness and understanding of the application of quality assurance frameworks.
* Focuses on customers- high level of customer care skills and behaviour to both internal and external customers.
* Works together – works well in a team and able to create and sustain effective working relationships across professional and organisational boundaries and to negotiate with and influence others’ perspectives and thinking at all levels in an organisation.
* Ability to identify betterer ways of doing things – ability to work in a systematic and organised way.
* ICT skills – Microsoft Office Packages to a high level (tested)
* Excellent organisational skills and ability to manage a complex and varied workload.
* Excellent interpersonal and communication skills (written and oral),
* Good numerical skills and ability to understand statistical data.
* Ability to work on own initiative and with minimal supervision.
* Ability to deal sensitively and discreetly with confidential matters.
* Ability to prioritise work and meet deadlines and timescales.
* Ability to research subjects and analyse, evaluate and summarise information.
* Ability to develop positive working relationships with colleagues and sustain partnerships across and within multi-disciplinary teams and agencies.
* Ability to process invoices in line with Oxfordshire County Council policies and processes and invoicing systems.
* Ability to problem solve and produce innovative solutions
* Experience of arranging invoices and arranging payments for external suppliers.
* Experience of working collaboratively and in partnership with professionals across a range of disciplines and organisations
 | IIIIIIIIIIIIIIIIIIII |
| Desirable Criteria | Assessed By: |
| Fully competent/confident with Excel Spreadsheets |  |
| Ability to work flexibly |  |
| Ability to assist in the development of projects. |  |

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | 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 |

|  |  |
| --- | --- |
| [ ]  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | 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 |

|  |  |
| --- | --- |
| [ ]  | Other (please specify):  |

April 2022