

# 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:	Local Area Coordinator
Salary:	Salary: £40,476 - £43,693
Grade:	Grade 11
Hours:	37
Team:	Age Well Commissioning Team
Service Area:	Health, Education and Social Care Commissioning
Primary Location:	County Hall, Oxford OX1 1ND.  <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:	No
Responsible to:	Commissioning Manager
Responsible for:	N/A
Political Restricted Post:	No

### Job Purpose

A Local Area Coordinator is an accessible point of contact in a local area. Anyone in that place can connect with or be introduced to them with no referral needed and time limit on the relationship. The Local Area Coordinator's job is to "walk alongside" people and families helping them find sustainable (often non-service based) solutions to any concerns / challenges, whilst promoting and supporting more inclusive and better-connected communities. The majority of their time is spent alongside people and families who are often experiencing some form of exclusion and / or complex challenges in their lives.

## Job Responsibilities

### **Individual, Family/Carer, Support and Coordination: Working to the Local Area Coordination Principles and Approach**

- Be available for introductions to any person in the local area without complicated processes or time limits, making it easy for people to connect with you.
- Build positive relationships with people and be part of the local community, meeting individual people and their families where they're at (in their own homes and or in their local community)
- Support people and their families (who are often experiencing complex life challenges) in setting their own goals and planning changes they'd like to make for a better life, focusing on their strengths and needs.
- Help people find useful information and connect with supports in a way that makes sense for them and upholds their vision of a good life.
- Encourage and promote diverse participation and inclusion in community life.
- Help people use their voice, speak up for themselves and be heard.
- Work closely with social care colleagues, primary care services, and local organisations to ensure any services people are drawing on are complementary to their goals and vision of a better life.

### **Supporting Capacity Building in the Local Area:**

- Find out what's great about the local area and work with local people to help it become even better resourced and more inclusive.
- Support people, families, and organisations to lead positive change in their local area.
- Learn about important issues and share what works well and what needs to change with those who shape local policy and services.

### **Administration and Information Management:**

- Keep accurate records and develop "Shared Agreements" with people, working intentionally on their goals and ambitions.
- Help others to understand the Local Area Coordination approach and how the principles it works to can be applied elsewhere in the system.
- Prepare reports and data to help make decisions and improve services.
- Give feedback that can help make services better for everyone.

### **Professional Development and Supervision:**

- Keep learning and growing through training and reflection on the principles that underpin Local Area Coordination.
- Be an active member of the Local Area Coordination Network, sharing ideas and working together with other Local Area Coordinators across the country.
- Follow policies and laws to make sure everything is done properly ensuring people receive safe, legal, and dignified support.

### **Work with others**

- Liaise, communicate, and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.

### **Duties for all**

- Values: To uphold the values and behaviours of the organisation.

- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.
- To have regard to and comply with safeguarding policy and procedure as appropriate.

## 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:
Relevant qualification (degree or post-graduate level) in Community Development, Education, Health, or Social Care or substantial experience relevant to role.	A, I
Demonstrable commitment to the <a href="#">10 principles</a> underpinning Local Area Coordination.	A, I
Experienced in supporting people and families from diverse backgrounds with person-centred and holistic approaches.	A, I
Experienced in supporting people to build a picture of the life they want for themselves and supporting people to create plans towards achieving their vision.	A, I
Experienced in influencing and supporting positive change at various levels.	A, I
Knowledge and practical experience of supporting self-advocacy.	A, I
Experienced in supporting people to form natural relationships and build their circles of support and friendship.	I

Outstanding listening, communication, and interpersonal skills for building trusting relationships.	I
An ability to withhold judgement about a person's life, circumstances, aspirations, and the community they live in.	I
Prioritisation and ability to use initiative and judgment in managing work and ability to work autonomously	A, I
Clear and concise verbal and written communication skills	A, I
Ability to constructively challenge existing processes and practices.	I
Able to identify and take appropriate response to safeguarding situations while maintaining support.	A, I
Effective management of non-recurrent budget for innovative initiatives.	A, I
Proficiency in Microsoft Office applications and IT skills	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 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 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 checked="" 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):		