**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: | Home First – System Lead |
| Salary: | Up to £63,341 with 5% whole salary enhancement for weekend on call (max 1 in 5) |
| Grade: | Grade 16 |
| Hours: | 37  |
| Team: | Home First Neighbourhood Team |
| Service Area: | Adult social care – hospital discharge and reablement |
| Primary Location: | *Hybrid working across bases in Oxfordshire with agile working as part of this.**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: | N/A |
| Responsible to: | Home First Service Manager |
| Responsible for: | Home First front door service |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:**The transformational Home First lead will work in partnership with the health and care leaders and coordinate the delivery of transformational discharge initiatives including the discharge to assess model for Oxfordshire.* * The post holder will work with colleagues and key stakeholders across organisational boundaries, co-design projects and initiatives focussed on achieving safe, effective and timely discharge via a Home First model. The post will be responsible for meeting the challenge of tight timescales, and processes that may need to be deconstructed in reducing barriers to change. The function is key to support patient flow and maximise independence, delivering the key aims to discharge patients within 48 hours of being medically fit in hospital and maximising long-term independence.
* The post holder will generate improvement opportunities; using previous experience in effective project and change management, to work in new ways and be able to effectively communicate with staff at all levels in the organisation. Additionally, they will challenge stakeholders about the delivery of tasks and ensure delivery through collaborative system working.
* Using their knowledge of acute and community systems, the post holder will continue to develop the case for change required transformation to deliver a sustainable model, which is intended to encompass admission avoidance work in the future.

**Key success criteria**1. Continuation of the development of an effective Home First process in Oxfordshire
2. Lead the implementation of the discharge to assess pathways whereby patients are discharged within 48 hours of them being medically optimised for discharge
3. Development of interface with community resources to ensure maximum opportunity for return to independence.
4. Demonstrate high patient satisfaction with the process of discharge from hospital and of the discharge to assess service
5. Develop partnerships and relationships across the sector to deliver a multi agency model for discharge to assess delivery

Delivery of improved patient and system outcomes, and financial efficiencies through increasing patients’ independence and fewer medically fit patients remaining in the hospital |

## Job Responsibilities

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| * Taking a visible lead to ensure high quality, safe and timely patient flow from the hospital through to the community
* Work in partnership to develop, agree and embed a clear process and culture of Discharge to Assess in Oxfordshire
* Operationally responsible for the leadership of the multi disciplinary approach to Discharge to Assess pathways from the point a patient is medically fit to departure from the Discharge to Assess services (Homefirst)
* Work collaboratively with te out of hospital Discharge to Assess team including social workers, therapists, discharge coordinators, third sector and provider partners.
* Ensure good patient experience of the Discharge to Assess process
* Develop positive relationships with community partners whilst ensuring healthy challenge to support timely discharge from the hospital
* Day to day responsibility for the effective and safe running of Homefirst services including the operational leadership of the multi disciplinary team in Oxfordshire County Council and coordination with Strategic Delivery Partners.
* Work closely with Social Workers, Community Teams, and hospital clinical teams to ensure a continual focus on operational improvement regarding hospital discharges
* To chair and oversee daily capacity management meetings as required
* To report on key indicators, including at daily operational meetings
* Ensure effective implementation of agreed escalation standards regarding Delayed Discharges
* To build strong relationships with key stakeholders including primary care, health and care commissioners, social care, acute and community services and the care sector
* To develop a robust and integrated data system to track patients through the D2A process and so the impact on reducing care costs can be evaluated
* Provide management and leadership to staff within the MDT and support teams including social workers, therapists and coordinators
* Provide leadership for the delivery of performance metrics related to your area of responsibility
* Support the system executive team in delivering the system objectives
* Participate in the Manager on call rota of OCC.
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# 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: |
| Health or Social Care related degree at Masters level or able to demonstrate equivalent experience* Clinical / social care / managerial / project management experience in complex patient discharge that demonstrates enhanced specialist knowledge
* Proven ability to lead, teach and act as a role model at senior level
* Managing a team to deliver service objectives & performance
* Delivering change through others
* Service process and system improvement
* Knowledge of risk management and clinical governance requirements
* Working with a range of stakeholders to facilitate innovation and improvement for patient care and service delivery
* Experience in service transformation
* Problem solver
* Flexible, enthusiastic and committed
* Good communication skills
* Works well with others, is positive and helpful, listens, involved, respects and learns from the contribution of others
* High level of personal resilience
* Ability to deal with ambiguity
* Competent in performance management (both of operational standards and workforce)
* Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients
* Politically astute with a high level of personal integrity
* Ability to manage emotive and distressing situations effectively
* High level of drive, enthusiasm and commitment to deliver change
* Ability to motivate others
* Collaborative leadership style
* Ability to develop effective and credible working relationships both within the organisation and externally
* Ability to Chair meetings
* Commitment to, and focused on quality
 | A,I,P,D |
| Desirable Criteria | Assessed By: |
| Appropriate postgraduate qualification* Previous experience of implementing a Discharge to Assess or Home First service
* Proven experience in formulating and writing reports evaluating progress/risks and success
* Systems/process thinker
* Excellent report writing and presentation skills

**Special Criteria** | A,I,P,D |
| * Sound IT skills
* Participate in the on-call manager rota.
* Bank holiday and weekend work.
* Shift patterns.

Driving licence or access to transport to attend external events/meetings | A,I D |

# 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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| [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 | [x]  | 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 | [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 | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022