**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: | Practice Supervisor |
| Salary: | £47,420 - £50,512 per annum |
| Grade: | 13  |
| Hours: | 37 (We are open to discussions about flexible working). |
| Team: | City Adult Social Care Team |
| Service Area: | Adult Social Care  |
| Primary Location: | Oxford CSS Awgar Stone Rd, Horspath Driftway, Headington, Oxford OX3 7JQ*Please note we have recognised 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: | None |
| Responsible to: | Team Manager |
| Responsible for: | Occupational Therapists/Co-ordinators |
| Political Restricted Post: |  |

## Job Purpose

## Job Responsibilities

|  |
| --- |
| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.* Work 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 relating to adult social care and including Occupational Therapy interventions, providing personalised information and advice to individuals, families and their carers.
* Use and support other team members in strength-based approaches, ensuring that in responding to eligible needs all options including the ‘Oxfordshire Way ‘ , use of informal support networks, community resources, and the assessment of equipment, adaptations and Occupational Therapy are explored in order to achieve identified outcomes.
* To undertake timely proportionate assessments, reviews and professional interventions and other duties relating to individuals, families and carers.
* Ensure support plans are reflective of the individuals 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, undertake face to face visits in the community, facilitate clinics and be responsible for the management and prioritisation of a caseload.
* To participate in duty including telephone and emergency advice.
* Fulfill the role of a trusted assessor; making an assessment of when to involve another social/health care professional where a specialist assessment, skill or intervention is required.
* Carry out safeguarding enquiries in accordance with the Care Act 2014, local procedures and within the principles of ‘making safeguarding personal’, Where required, to act as a Safeguarding Manager.
* Where required to provide a lead in chairing and coordinating complex investigations and case work.
* Identify and apply legal and professional knowledge and skills, balancing protection and risk using relevant decision-making and intervention to protect those at risk whilst promoting individuals to manage their own risk.
* Maintain comprehensive, accurate and professionally defensible records of work undertaken, to ensure compliance with organisational guidelines and professional standards. Where required write court reports and mental health tribunal reports and give evidence during legal proceedings.
* Contribute to the development of the service i.e. by communicating new ideas or practice issues through means such as supervision, briefings, completion of council surveys, and team meetings.
* Provide supervision to identified staff or students in line with OCC Supervision Policy, overseeing their continuous professional development and training needs.
* Support/respond and adhere to comments and complaints policies and procedures as required through attending the complaint meetings and implementing any learning actions and outcomes.
* Work within departmental policies, procedures and guidelines including but not limited to Data Protection Act, confidentiality and information sharing protocols.
* Take ownership of and responsibility for delivering against team and individual performance targets.
* Actively engage in continuous professional development in order to maintain professional registration including the following roles: Approved Mental Health Practitioner, Practice Educator and Best Interest, Mental Capacity Assessor.
* To deputise for the Team Manager as required.
* To act as a lead in an area of expertise / special interest. (i.e. Assistive Technology, Autism Safeguarding/ MARAC/ Mental Capacity Act.
* To be accountable for the scrutiny and authorisation of the commitment of financial resources within the scheme of delegation.

. * To understand the performance requirements of the team and department.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post. The post holder will be allocated a main team base but from time to time may be required to be flexible to meet operational and service needs as they arise which may include some work outside normal office hours including responses to emergencies. **Equalities and Diversity** Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin, or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.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: |
| **Educational Achievements, Qualifications, Training and Knowledge*** Recognised Occupational Therapy Qualification and registration with HCPC
* Evidence of continuing professional development
* Good knowledge and IT ability (word processing, emailing, internet)
* Understanding of confidentiality and information sharing protocols
 | A/D/I |
| **Experience*** Line management or supervisory experience in statutory setting
* At least two years practitioner experience within an Adult Social Care setting
* Good communication and presentational skills, both oral and written
* Implementing practice changes to improve performance, ability to generate creative options and solutions
* Taking a lead with adult safeguarding investigations
* Working in partnership with internal and external partners including establishing and maintaining strong working relationships with individual’s, their families, carers and advocates
* Extensive and working knowledge of legislation and statutory guidance relevant to Occupational Therapy / Adult Social Care
* Identifies and manages business risks including health and safety
* Ensuring diversity is valued in the service and anti-discrimination legislation is adhered to
* Experience in financial and budget management
 | A/I/T |
| **Job related Aptitude and Skills*** Ability to operate successfully with a climate of change and to champion innovative ways of thinking and working
* Stays calm under pressure
* Accepts and responds to constructive feedback
* Consistently manages towards high performance through appropriate feedback, management of poor performance and attendance and respect for individual difference
* Highly organised with a solution focused, logical and innovative approach to challenges
* Ability to delegate
* Is prepared to constructively challenge assumptions in decision making, seeking other people’s views and opinions
* Considers the impact on others when making decisions
* Is available and approachable and takes time to consult and communicate with sensitivity and understanding
* Ability to positively and clearly communicate to a wide range of people
* actively supports and contributes to the flow of communication through the organisation
* Prioritises clearly and appropriately
* Supports the team to deliver against service plans
* Able to work well as part of a team and on own initiative
* Awareness of and ability to articulate the broad organisational goals and outcomes
 | A/I/T |
| **Personal Qualities*** Resilience and ability to appropriately challenge
* Ability to motivate and engage staff team
* Commitment to own personal and professional development and to the learning and development of others
* Active listener and responsive to the view of others.
* Analysis skills and problem-solving approach
 | A/I |
| **Special Requirements*** Satisfactory Disclosure and Barring Service check (DBS)
* Ability to travel to and access a variety of locations and premises
* Commitment to inter-agency working

Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies | A/I/D |
| Desirable Criteria | Assessed By: |
| **Educational Achievements, Qualifications, Training and Knowledge*** Best Interest Assessor, Approved Mental Health Professional or Practice Educator (or commitment to train as one)
 | A/D |
| **Experience*** Ability to identify whole system problems and propose solutions
* Identifying and evidencing efficiencies
* Experience of strength-based approaches and assessments.
* Experience of processes and systems to achieve set outcomes and deliver savings.
 | A/I |
| **Physical:**Able to access a variety of locations |  |

# 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).

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

|  |  |
| --- | --- |
| [ ]  | 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 | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | 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) | [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 |

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

September 2024