

# Lancashire County Council Combined Role Profile

## Grade Profile - Grade 6 – Support Roles

Applies to **all** posts at Grade 6

### **Purpose**

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

### **Scope of Work**

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

### **Accountabilities/Responsibilities**

The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

### **Skills, knowledge and experience**

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

### **Performance Indicators**

- Completion of work to required standards, deadlines and timescales.

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> Shared Lives Support Officer					
<b>Directorate:</b> Adult and Community Services			<b>Location:</b>	East/Central/North (to be deleted as required)	
<b>Establishment or team:</b>		Shared Lives Service		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	Yes
<p><b>Scope of Work – appropriate for this post:</b></p> <p>To work within the ethos and values of the service which provides high quality supports that afford people dignity and respect in accordance with the principles of person centred practice.</p> <p>To support the Shared Lives Officers to maintain the provision of the Shared Lives Service under the guidance of Shared Lives Officer direction.</p> <p>To support individuals to secure long/short term accommodation in the community with approved carers.</p> <p>To support Shared Lives Carers and respond to issues/queries</p> <p>To undertake monitoring visits.</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p>To provide support to individuals placed with approved carers to lead a fulfilling life within their community</p> <p>To lead/contribute/review person centred support plans</p> <p>To contribute to the assessment and approval of prospective carers</p> <p>To work to service standards including Care Quality Commission requirements</p> <p>To carry and manage a working caseload as determined by line manager</p> <p>To be able to use practical and procedural knowledge to interpret information to solve problems</p> <p>Requirement to use ICT equipment and software as required in the workplace</p> <p>To contribute to specific projects in line with service development</p>					
<p><b>Additional Supporting Information – specific to this post:</b></p> <p>Agile working</p> <p>The requirement to work outside normal office hours as necessary.</p>					
<b>Prepared by:</b> Mike Schofield			<b>Date:</b> July 2011		

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

Person specification		
<b>Post title:</b> Shared Lives Support Officer	<b>Grade:</b> Grade 6	
<b>Directorate:</b> Adult and Community Services	<b>Post number:</b>	
<b>Establishment or team:</b> Shared Lives Service		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
NVQ level 3 in Health and Social Care or equivalent in an appropriate subject relevant to the service, or with an understanding you will undertake within 12 months.	D	AF/I
<b>Experience</b>		
Experience of supporting individuals in the community	D	AF/I
Experience of arranging and delivering support to meet individual assessed needs	D	AF/I
Experience of supporting individuals to access daytime opportunities	D	AF/I
Experience of using IT software packages	E	AF/I
Experience of delivering training on a 1 : 1 or group basis	D	AF/I
Experience of working with a variety of stakeholders	E	AF/I
Experience of person centred approaches.	E	AF/I
Experience of Marketing/Public Relations	D	AF/I
<b>Knowledge and skills</b>		
Knowledge of relevant legislation including safeguarding	E	AF/I
Knowledge of local community	E	AF/I
Knowledge of the benefits system in relation to accommodation	D	AF/I
Knowledge of supporting individuals with disabilities and their families	E	AF/I
Knowledge of health and safety	D	
Knowledge of the Shared Lives Service	D	AF/I
Ability to use ICT packages including databases	E	AF/I
Ability to negotiate and deal with challenging situations as they arise.	E	AF/I
Ability to prioritise and manage own caseload as determined by line manager	E	AF/I
Ability to meet targets and deadlines in relation to contractual obligations	E	AF/I
Ability to work as part of team and on own initiative	E	AF/I
Ability to work to service standards	E	AF/I
Ability to communicate verbally and written	E	AF/I

<p><b>Other (including special requirements)</b></p> <ol style="list-style-type: none"> <li>1. Commitment to equality and diversity</li> <li>2. Commitment to health and safety</li> <li>3. Agile working</li> <li>4. Essential Car user post</li> <li>5. Commitment to employee competencies</li> <li>6. To attend training as required</li> </ol> <p><b>*Delete/amend as applicable</b>          *This is an essential car user post. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.</p>	<p>E E E E</p>	<p>I I AF/I AF/I</p>
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**Date:** July 2011

**Note: We will always consider your references before confirming a job offer in writing.**

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

#### **CONFIDENTIAL**

Team/Establishment	Shared Lives Service
Post title	Shared Lives Support Officer
Description of main activities the employee will be required to undertake (or attach role profile) Refer to Grade Profile and Job Description	
Form completed by: (print name) Mike Schofield	

#### **A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Headteacher/Line Manager</b> <i>(please print)</i>		Mike Schofield	
<b>Telephone Number:</b>	01772 531326	<b>Date:</b>	July 2011

V1.3

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