

Job Description

Job Title: **Practice Audit Lead Officer**

Job number

Grade: **P2**

Overall purpose of the job

The Cambridgeshire County Council Quality Assurance, Practice and Safeguarding Service has responsibility for key aspects of policy, service quality, improvement, and the transformation of adult social care, which will drive changes to policy and practice and to the requirements and expectations that will impact on service delivery and quality improvement in the future.

Main accountabilities	
1.	Support the effective use and development of quality assurance systems and monitoring methods that enable the continuous improvement of assessment and service provision for adults with disabilities, (including older people, people with learning disabilities, with physical disabilities and sensory needs and people with mental health needs) and unpaid carers. This includes the review and development of audit tools in consultation with the Quality Assurance and Practice Standards Manager.
2.	Undertake and complete the monitoring of operational practice as directed and within agreed timescales, using quality assurance systems, to provide management information such as taking a lead role in the planning and delivery of practice audits across the Quality Assurance, Practice and Safeguarding Service.
3.	Provide advice and support to management and operational teams on matters relating to audit tools and audit cycle. and lead in the identification of cohorts of people/data for auditing purposes to support the overall functions of the Quality Assurance, Practice and Safeguarding Service. This includes leading in the identification of cohorts of people/data for auditing purposes to support the overall functions of the Quality Assurance, Practice and Safeguarding Service.
4.	Deliver presentations and provide facilitation at workshops with key stakeholders, to support the continuous engagement and improvement of adult social care practice. Including taking a lead role in writing audit reports with data that has been collated by the Practice Auditors.

5.	Undertake the line management and supervision of the Practice Auditors within the service, which involves: • Providing regular supervision to Practice Auditors • Overseeing the allocation of audit assignments • Monitoring progress, and ensuring deadlines are met in line with service priorities and business plans • Conducting performance appraisals, setting objectives, and evaluating outcomes to help auditors achieve individual and team goals. • Acting as a point of contact between auditors and senior management, to ensure that feedback is shared and that the audits align to the service plans and priorities
6.	Positively support the implementation of change programs that aim to achieve services capable of adapting to and supporting the changing needs of people.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
9.	Safeguarding commitment We are committed to safeguarding and promoting the welfare of children and young people/adults at risk of harm. We require you to understand and demonstrate this commitment

Person Specification

Minimum level of qualifications required for this job.

Qualifications Required	Essential/ Desirable
Professional Qualification in Social Work or related profession.	Essential
Current SWE Registration or registered with the appropriate professional body.	Essential
Completed ASYE where applicable.	Essential
A recognised Quality Assurance qualification.	Desirable

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation, government policy and practice guidance	In-depth knowledge of all applicable legislation, government policies and guidance for delivering adult social care services for safeguarding adults at risk and their carers; understanding the factors which lead to positive outcomes for people.	Essential
Anti-discriminatory Practice	In-depth knowledge and commitment to issues of equality, diversity, and anti-discriminatory practice.	Essential
Practice Standards	The use of quality monitoring processes, professional standards and audit to establish a culture of continuous improvement as part of a reflective approach to practice, raising practice standards (including professional regulation requirements) and quality of safeguarding and improving outcomes for adults at risk and their carers	Desirable
Skills		
Communication	Ability to collate, analyse, write, and present complex reports and information about performance and quality of practice to diverse audiences and deliver the same information verbally in a confident manner.	Essential
	Ability to demonstrate interpersonal skills in groups, teams and one to one situations.	Essential
Partnership Working	Ability to collaborate with other agencies and multi- disciplinary/functional teams.	Essential
	Ability to create accessible ways of working that effectively engage and involve adults with care and support needs and unpaid carers.	Essential
	Ability to challenge others in a constructive manner.	Essential
Problem Solving	Ability to prioritise issues and to make informed decisions that if challenged can be substantiated.	Essential
	Ability to exercise sensitivity and clear judgement over organisational practice, adults with care and support needs and carer issues to arrive at a balanced view.	Essential
Information Technology	Ability to use the Microsoft Office suite of applications including PowerPoint, Publisher, Excel and MS Teams.	Essential

Experience				
Professional Practice	Operational experience of working with adults with care and support needs and their carers.			Essential
Quality Standards	Setting standards and undertaking monitoring of quality.			Desirable
	Participation in quality assurance initiatives and improvement programmes.			Desirable
	Data collection and manipulation; including the development of data monitoring tools including graph and table production.			Desirable
Communication	The development and delivery of presentations to diverse audiences.			Desirable
	The development and implementation of accessible materials for learning, coaching and mentoring purposes.			Desirable
	The creation of accessible ways of working that effectively engage and involve adults with care and support needs and unpaid carers.			Desirable
Leadership and Management	Experience of leading a colleague and providing effective line management.			Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.			Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.			Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.			Essential
Disclosure Level				
What disclosure level is required for this post?	None		Standard	
	Enhanced		Enhanced with barred list checks X	
Work Type				
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Hybrid X	Field	Home