

Job Description

Job Title: Practice Auditor

POSCODE:

Grade: SO1

Overall purpose of the job

The Quality Assurance and Practice and Standards Team has responsibility for the quality assurance and continuous improvement of adult's social care practice, policy, service quality and improvement.

The team is responsible for ensuring that the Council is able to provide strong evidence practice and outcomes to meet the requirements of the Enhanced Assurance Framework.

The role of auditor will be to undertake and analyse audit practice activity across CCC adult social care teams to help understand how we are meeting our statutory responsibilities and achieving the outcomes the people we support say that want.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Undertake practice related audit activity across all adult social care services in CCC as directed and within agreed timescales. To include escalating urgent practice issues to the Team Manager as appropriate, providing professional challenge, advice and guidance where appropriate.
2.	Make/Support recommendations post audit based on findings to improve practice, policy and service standards. Work with and support services to implement recommendations and evaluate post implementation; ensuring it is evidenced how practice has improved as a result of the findings.
3.	Prepare and confidently present audit reports relating to quality, standards and practice for a number of stakeholders including members of the practice governance board and CQC inspectors.
4.	To work alongside the Team Manager, Practice Audit Lead Officer and Senior Quality Assurance and Practice Standards Officers to implement, manage and monitor a robust audit cycle to support practice improvement and development. To produce written reports for a variety of stakeholders that share the audit findings.

5.	Understand and interpret data from business intelligence; using this to identify trends and potential audit activity.
6.	Develop and maintain strong relationships with ASC teams to ensure good engagement in audit activity and promote the work of the team as both supportive and key to driving practice improvement.
7.	To act as the lead professional when applying knowledge of Adult Social Care legislation and practice standards in audit activity; using this to identify practice concerns and development needs. If concerns are identified, to make initial contact with social care team managers to seek to understand their usual practice; using own knowledge to appropriately challenge. Identify and take appropriate safeguarding action when required.
8.	Work alongside key partners and stakeholders including the NHS to develop full engagement with cross organisational auditing and decision-making processes.
9.	Have a good understanding of equality, diversity and inclusion and be able to demonstrate how that is embedded across all areas of work and own behaviours.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE Grade C and above	English	Essential
GCSE Grade C and above	Maths	Essential
3 A levels or equivalent in Health and Social Care related field.		Essential
Degree or a qualification in a social care subject		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
An in-depth working knowledge of adult social care practice.	Knowledge of adult social care statutory requirements, best practice and how we strive to achieve the outcomes people we support say they want in all we do.	Essential
Local and national policies surrounding adult social care.	Up to date knowledge of policy and practice within local adults' services, any statutory changes which may impact on practice and an outline understanding of the Enhanced Assurance Framework.	Essential
Knowledge of data required for adult social care statutory returns.	Knowledge of statutory and other returns required of Local Authorities in relation to adult social care activity.	Desirable
Electronic care record systems	A working knowledge of care records systems, specifically Mosaic in an adult social care statutory setting.	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), quality of safeguarding and achieving better outcomes for adults in our communities and their carers. Understand how to identify practice strengths and areas for improvement.	Desirable Desirable
--------------------	--	-----------------------------------

	Ability to work collaboratively with team members and colleagues across the organisation to develop plans and deliver activity to improve practice and evidence that improvement.	Essential
Skills		
Communication	Ability to collate, analyse, write, present reports and information about performance and quality of practice to diverse audiences and deliver the same information verbally in a confident manner. Ability to make and maintain positive relationships with colleagues across the organisation to secure engagement with audit activity and embedding of practice improvement. Be a visible presence across the organisation for driving practice improvement and act as an ambassador for the supportive work of the team to achieve this.	Essential Essential Essential

Information Technology	Ability to use the Microsoft Office suite of applications including PowerPoint, Publisher and Excel. Proficient in using electronic care record systems, specifically mosaic and have experience of doing this in practice.	Essential Essential
Process and assess information	Ability to quickly understand a range of written and verbal information and interpret how this can be used to inform quality and practice assurance activity.	Essential
	Ability to work from a variety of locations and travel countywide.	
Experience		
Quality Standards	An understanding of quality and practice standards in adult social care and experience of applying these in a public facing role. Participation in quality assurance	Essential Desirable
	initiatives and improvement programmes. An understanding of how to collect data. Development of data monitoring tools including graph and table production.	Essential Desirable
Continuous Professional Development	Demonstrate a way of working that incorporates continuous improvement of own practice and commitment to keeping practice up to date.	Essential
Equality, Diversity and Inclusion (applies to all roles.	Have a good understanding of equality, diversity and inclusion and be able to demonstrate how that is embedded across all areas of work and own behaviours.	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

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 work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile
--	-------	----------	-------	--------	--------