

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |  |      |       |
|-----------------------|--|------|-------|
| Job Title:            | Drug Related Deaths Co-Ordinator (DRDC)      | JEID | L0479 |
| Salary Grade:         | Grade I (£27,514 - £30,095)                  |      |       |
| Team:                 | Public Health                                |      |       |
| Service Area:         | People                                       |      |       |
| Primary Location:     | Shire Hall, Warwick                          |      |       |
| Political Restriction | This position is not politically restricted. |      |       |
| Responsible to:       | To be confirmed                              |      |       |
| Responsible for:      | N/A  |      |       |

#### Role Purpose

The DRDC will play an essential part in reviewing the DRD within Warwickshire by gathering information from all relevant agencies, these agencies will include: - Police, Coroners, Social Care, GP's, Drug and Alcohol Services commissioners, NHS & CCG, OHID, local health and ambulance services, HMP service and any other statutory or non-statutory agency identified in the care of the deceased.

This will allow the DRDC to compile a synopsis of engagement to allow a detailed and an informed report of the circumstances leading to the death of the deceased.

The DRDC will ensure that all lessons learnt from each enquiry are implemented by the relevant agencies to reduce the number of fatalities and be a key member of implementation team of these proactive interventions.

#### Role Responsibilities

- Initiate and perform the lead co-ordinating role with all providers; Police, Coroners, Social Care, GP's, Drug and Alcohol Services commissioners, ICB, local health and ambulance services, HMP service and any other statutory or non-statutory agency identified in the care of the deceased and report to the Drug Related Death Panel.
- Co-ordinate confidential inquiries on behalf of Public Health/Drug & Alcohol Commissioner in Warwickshire in relation to sudden and unexpected drug related deaths and report findings.

This will result in the inquiry being a constructive and informed process that obtains all the relevant information from each agency and ensures that all lessons learnt are adopted

- Collate and prepare reports for presentation at the DRD Panel and any other relevant Fora. Each DRD will be categorised in relation to the level of service agency contact prior to death.
- Provide analytical support and guidance to the DRD Panel and the Drug & Alcohol Strategic Partnership (DASP).
- The DRDC should ensure regular contact is made with Police Forces/Service Agencies in the West Midlands region to ensure accurate and timely information sharing and may assist in lessening DRDs and minimising harm to service and non-service drug users.
- To lead on the production of protocols, procedures and action plans with partner agencies which could assist in the prevention of DRDs within the Warwickshire as well as the West Midlands region and be part of the implementation team.
- Produce a quarterly report and make recommendations for actions to be considered by the DASP.
- Work closely with partner agencies to establish and maintain a database for DRDs and where possible obtain detail on near misses across Warwickshire.
- To attend inquests at Coroners Courts involving those suspected to have died because of a DRD.
- The DRDC will be expected to identify from toxicology reports and pathology findings of any novel drugs or analogues of previously identified drugs (e.g., Fentanyl)
- The DRDC will be expected to be aware of any current drug trends that would carry a significant rise in risk to service users in Warwickshire and wider population.
- Establish and maintain a culture of confidentiality and sensitivity to ensure that agencies have confidence in the integrity of the process allowing inquiries to work effectively. The post-holder will ensure they comply with data protection laws.
- The DRDC would be expected to be represented on any Board or committee where their expertise could lead to the prevention of DRDs.
- Ad hoc work will include supporting data management with partner agencies, responding to queries, involvement in drug related incidents and alerts. The DRDC will hold responsibility to cascade drug alerts to allow early and urgent warnings in relation to Drugs Warnings and issues of Public Health to be circulated across \*Warwickshire partner agencies.

This list of duties is not exhaustive or restrictive and the post holder may be required to carry out duties from time to time that are either commensurate with / or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and formal training of new colleagues.

\* This could be subjected to change based on the requirements of the post, for example extending into neighbouring Counties/Cities or broadening remit to include alcohol.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed By:

|  |     |
|--|-----|
| Relevant qualification e.g. data analysis/statistics/mathematics, Prince 2 or relevant experience in the field of drugs & alcohol, Project Management and data analysis (minimum of 2-3 years)   | D/I |
| A good standard of IT skills, in particular Microsoft Word, Excel and Outlook in order to prepare reports, present information and communicate with other agencies. This should be illustrated through qualifications or examples of how the applicant has used these software packages. | D/I |
| Excellent planning and organising skills in order to be able to manage their own time effectively and achieve deadlines in order to meet confidential inquiry dates and agencies requirements.   | A/I |
| The ability to analyse, model and interpret data   | T   |
| Ability to act with integrity and maintain appropriate confidentiality and to represent the organisations in a highly professional manner.   | A/I |
| Can illustrate respect for race and diversity. Understands and is sensitive to social, cultural and racial differences.  | A/I |
| A proven ability to communicate at all levels, the ability to influence improvements in working practices and develop good working relationships.  | A/I |
| A high level of interpersonal skills including sensitivity, tact and ability to deal with a variety of people.   | A/I |
| Evidence of co-ordinating different organisations around a particular issue.   | A/I |
| An awareness of drug-issues and the impact they have on people's lives.  | A/I |
| Flexible, proactive, resilient and responsive to change.   | A/I |
| Problem-solving skills   | A   |
| A methodical and logical approach  | A   |
| Accuracy and attention to detail   | A   |
| A high level of mathematical ability   | A   |

## Desirable Criteria

Assessed By:

|   |   |
|---|---|
| Driving Licence with access to vehicle and willingness to use it for work travel. | D |
|   |   |
|   |   |
|   |   |
|   |   |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and

Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|   |   |
|---|---|
| <input type="checkbox"/> Provision of personal care on a regular basis  | <input type="checkbox"/> Driving HGV or LGV for work  |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis  | <input type="checkbox"/> Restricted postural change – prolonged sitting   |
| <input type="checkbox"/> Lone working on a regular basis  | <input type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> Rotating shift work  | <input type="checkbox"/> Manual cleaning/ domestic duties   |
| <input type="checkbox"/> Working on/ or near a road   | <input type="checkbox"/> Regular work outdoors  |
| x <input type="checkbox"/> Significant use of computers (display screen equipment)  | <input type="checkbox"/> Work with vulnerable children or vulnerable adults   |
| x <input type="checkbox"/> Undertaking repetitive tasks   | <input type="checkbox"/> Working with challenging behaviours  |
| <input type="checkbox"/> Continual telephone use (call centres)   | <input type="checkbox"/> Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> Work requiring respirators or masks  | <input type="checkbox"/> Work with vibrating tools/ machinery   |
| <input type="checkbox"/> Work involving food handling   | <input type="checkbox"/> Work with waste, refuse  |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids   | <input type="checkbox"/> Face-to-face contact with members of the public  |
| <input type="checkbox"/> Other (please specify):  |   |