

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Independent Reviewing Officer**

**Vacancy ID: 007313**

Salary: £34,538 - £37,306 Annually

Closing Date: 26/03/2017

### **Benefits & Grade**

Grade M

A '**Golden Hello**' of up to **£10,000** will be offered to applicants joining Stockton Borough Council as a new employee who can evidence substantive experience in Child Protection work.

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Do you want to join a high performing Local Authority who continually strives to improve services for children, young people and their families within Stockton-On-Tees?

Do you want to work for an authority that has recently been judged as 'Good' and where the inspection identified positive feedback regarding our commitment to children, young people and their families and acknowledged that staff working in our service feel valued and supported and wished to remain within our Children's Social Care Service?

If so we are looking for a motivated and experienced Social Worker or Social Manger.

As an Independent Reviewing Officer you will be responsible for chairing statutory reviews for children and young people who are Looked After, foster carers and children in adoptive placements. You will have a key role for monitoring the effectiveness and implementation of plans. You will also chair Child Protection Conferences in line with current Local Safeguarding Children's Board procedures.

You will need to have a sound knowledge of child care legislation, safeguarding, inter-agency policies and procedures and current developments in children's services.

In return we offer a supportive team environment; we are committed to continuous professional development and offer regular supervision and annual appraisal. We offer a range of employee benefits including:

- Free on-site office car parking
- Retention initiatives
- Flexible working arrangements
- Payment of HCPC registration
- Additional annual leave purchase scheme
- Childcare voucher scheme to automatically save on tax and National Insurance

- Free Tees Active Leisure Card giving discounts on leisure activities
- Bus and train discounts
- Car lease scheme
- Cycle to work scheme
- Competitive salaries
- Local Government pension scheme
- 26 - 31 days holiday (depending on service), plus 8 public bank holidays
- Free physiotherapy and counselling support

If you feel you have the skills and drive to complement our needs, then we would like to hear from you.

This post is open to experienced Social Workers only, applicants must evidence the skills and ability to confidently assess and manage situations where there are Child Protection issues and high levels of need. In return we offer a supportive team environment; are committed to continuous professional development and offer regular supervision and an annual appraisal.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Julie Aylesbury, Independent Review Unit Manager, on 01642 528018.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

## **CHILDREN'S SERVICES JOB DESCRIPTION**

**Post Title:** Independent Reviewing Officer  
**Post Ref:** 33278  
**Grade:** M  
**Responsible to:** Independent Review Unit Manager

### **Job Purpose:**

To independently review a range of departmental and inter-agency plans and services within statutory Child Protection, Looked After and Care Leaver's Systems within defined timescales, ensuring that appropriate actions are identified and accurately recorded.

To monitor and quality assure the local authority's Care Plans and Protection Plans for children and young people, ensuring that the actions required to implement the plan are carried out and outcomes monitored.

To ensure that all children have a voice and that their plans are meaningful and contribute to their safety and well-being.

### **Main Duties and Responsibilities:**

1. To ensure the effective review of social care services to a specific group of clients, as defined by the Independent Review Manager, chairing a range of departmental and inter-agency meetings whilst enabling children, young people, parents, carers and relevant professionals to participate fully.

This includes:

- Child Protection Conferences
  - Looked After Reviews
  - The Review of children who are in an adoptive placement prior to an Adoption Order being made
  - Review of Children in short term breaks
  - Pathway Plan reviews
  - Foster Carer Annual Reviews
2. In line with the national IRO Guidance, monitor the Care Plan and challenge, where appropriate, any issue, such as drift or identified gaps in service provision.
  3. To provide advice, guidance and direction to Social Workers, Team Managers and other partner agencies as appropriate, and to initiate the dispute resolution process where this is deemed necessary.
  4. To liaise with colleagues across other teams, departments and agencies to ensure effective working relationships and co-ordinated services.
  5. When required, to participate in the resolution of complaints.
  6. To assist in training and to contribute to the planning and development of services and multi-agency policies / procedures.

7. To develop, contribute and maintain systems to quality assure services to young people.
8. All employees are expected to demonstrate a commitment to the principles of equal rights and diversity both in relation to employment issues and service delivery and to adhere to the policies in the performance of their duties.
9. To take reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
10. To work from any location within the Borough, according to the needs of the service.
11. To undertake such personal training and maintain a current knowledge and skills base as part of their professional development to meet the duties and responsibilities of the post.
12. To enhance the departments image within the authority by promoting awareness of services and achievements.
13. To undertake such other duties and responsibilities commensurate with the grading of the post.
14. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
15. Stockton on Tees Children, Education and Social Care Department is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

**CHILDREN'S SERVICES  
PERSON SPECIFICATION**

**Post Title:** Independent Reviewing Officer  
**Post Ref:** 33278

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualification</b>	<p>Final Professional Qualification e.g. Degree in SW / Dip SW / CQSW / CSS.</p> <p>Registered with the Health Care Professionals Council</p>	<p>Education to Degree level or equivalent</p> <p>Management Qualification e.g. DMS / MBA – NVQ4 / 5</p> <p>Post Qualifying award in child protection, PQ, MA etc.</p>
<b>Experience/ Knowledge</b>	<p>Suitably qualified and experienced with some managerial / supervisory experience such as Team Manager / Practice Teaching</p> <p>Experience of Child Protection and LAC work in a fieldwork setting</p> <p>Experience of performance indicators and monitoring performance</p> <p>Experience of monitoring situations of a complex legal / professional nature</p> <p>Experience of a range of inter-agency planning and joint working situations</p> <p>Knowledge of Legal framework and multi-agency procedures</p> <p>Knowledge of best practice</p>	<p>Experience of operating management systems including benchmarking</p> <p>Experience of chairing Child Protection Conferences, Looked After Children reviews and other complex meetings</p> <p>Experience of the development of performance indicators related to quality standards</p> <p>Experience of representing the department externally.</p> <p>Experience of working in a corporate and political context</p> <p>Knowledge of information systems and information technology applications</p>
<b>Skills/ abilities</b>	<p>Leadership skills</p> <p>Target setting</p> <p>Communication skills</p> <p>Negotiation skills</p> <p>Inter-agency collaboration</p> <p>Setting and monitoring quality standards</p>	<p>Diversity skills</p> <p>IT skills</p>

	<p>Excellent written, oral and communication skills</p> <p>Customer service orientation</p> <p>Ability to communicate effectively both within and between organisations</p> <p>Ability to chair multi-disciplinary meetings and maximise involvement of agencies and service users in the planning and review process</p> <p>Ability to make decisions using sound professional judgement</p> <p>Ability challenge where appropriate</p>	
<b>Other</b>	<p>Availability to work flexibly as necessary outside office hours.</p> <p>Team player with positive approach to change and service development</p>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.



**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.