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|  | **POST TITLE:** | Reviewing Officer (temporary) |
| 1. **2.** | **POST NUMBER:** | New post |
| 1. **3.** | **GRADE:** | Grade 7 |
|  | **LOCATION:** | County Hall/Locality Teams |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Placement Efficiency Manager and will work with social work teams across the County. You will have access to the expertise of a wide range of other personnel in the Service and wider council.

The Reviewing Officer will primarily provide a key role in the review of Support Plans under Special Guardianship Orders and Child Arrangement Orders. They will undertake annual reviews of support services, including financial support as well as reviews following submission of appeals, to ensure the appropriate support is accessed by carers and the needs of children/young people are met.

At this level the post holder will be expected to work on their own initiative but will seek the support of social work teams, finance teams and work in partnership with a range of voluntary/community sector organisations.

1. **DESCRIPTION OF ROLE:**

To assist the Placement Efficiency Manager to provide an efficient and effective method of monitoring and review of support services (including financial support) to carers to meet the needs of children/young people placed under a Special Guardianship Order or Child Arrangement Order. The post holder will be responsible for the delivery of high quality support in line with statute, regulation, national standards and policy and procedures.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

To implement Children’s Care and LSCB policies and procedures in order to manage risk and implement decisions which ensure that the needs of children and young people under a Special Guardianship/Child Arrangement Order are met.

* + To review Support Plans to meet the needs of children/young people;
  + To provide information and advice and adopt a number of approaches to a range of support/services accessible to children/young people and carers;
  + To alert practitioners and/or appropriate manager to cases where needs require social work interventions;
  + To develop a good understanding and knowledge of the benefits system and to keep abreast of changes;
  + To maintain accurate case recordings which reflect decision making;
  + To attend Special Guardianship Panel and present detailed and accurate reviews/Support Plans;
  + To work with practitioners and teams across Children’s Services and seek information and guidance from Legal Services;
  + To work with Finance Teams/Welfare Rights Service to ensure carers receive the appropriate access to benefits and financial support;
  + To work effectively and creatively with colleagues within the County Council and with partner agencies from the statutory, voluntary and independent sector;
  + To participate in service developments designed to maximise children and young people’s engagement, promote the quality of services and improve outcomes for children and young people;

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification Temporary Reviewing Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | 5 GCSEs (A-C grades) or equivalent relevant qualification | NVQ4 or HNC/HND or equivalent | Application form  Selection Process  Pre-employment checks |
| **Experience** | Substantial experience of direct work with children, young people or families in a social care, health, education, housing or youth and community setting, gained through paid employment or voluntary work. | Substantial experience of direct work with children, young people or families in need. | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | Ability to form effective relationships with children/young people and their families/carers;  Ability to work flexible hours;  Excellent communication skills – both verbal and written;  Ability to review Support Plans and assess the needs of children/young people;  Ability to assimilate information quickly and respond promptly;  Ability to work in partnership with staff across the service and other agencies;  Awareness of the role of social care organisations and resources provided by the statutory, voluntary and independent sector for children/young people, their families and carers;  Ability to adopt an innovative approach to support/services and develop further;  Excellent listening skills;  Ability to deal with emotional distress and challenging behaviour, including aggression;  Ability to work on own initiative, make decisions, prioritise work and meet deadlines;  Ability to work as a member of a team;  Full current driving licence or access to a means of mobility support. | Information Technology skills.  Ability to network, negotiate and advocate on behalf of children, young people and their families/carers.  Ability to support children and young people’s participation.  Knowledge of legislation and standards relevant to the post  Knowledge of Children’s Rights legislation.  Awareness of the services available for children and young people in need.  An understanding of child and adolescent development. | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | Enthusiasm for working with children and young people and their families/carers.  Commitment to achieving positive outcomes.  Commitment to promoting equality and diversity.  Commitment to working in an empowering and non-judgemental manner. |  | Application form  Selection Process  Pre-employment checks |