

DARLINGTON BOROUGH COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Independent Reviewing Officer
<u>GRADE :</u>	Band 12
<u>JOB EVALUATION NO.</u>	C3045
<u>REPORTING RELATIONSHIP</u>	Head of Quality Assurance And Practice Improvement
<u>JOB PURPOSE :</u>	<p>To assess the quality and effectiveness of local authority planning and support for children.</p> <p>To ensure that the local authority fulfils its responsibilities as a 'corporate parent' for all the children that it looks after.</p> <p>To ensure that children are offered stable care which is sensitive and appropriate to each individual's personal needs so that the children are able to thrive and achieve</p>
<u>POST NO.</u>	POS001231
<u>PDR COMPETENCY FRAMEOWRK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Chair multi agency child protection conferences and reviews in accordance with 'Working Together' guidance and procedures and to ensure clear and measurable outcomes are in place.
2. Chair the reviews of arrangements for Looked after Children in accordance with the IRO regulations as set out in the IRO Handbook; to review care plans of eligible young people (including young people placed in secure accommodation) as appropriate.
3. Chair Foster Care Reviews in accordance with the Fostering Regulations.
4. Ensure the focus of all meetings is the improved outcomes for the child/children or young person.
5. Ensure clear plans are in place for children and their families which minimise levels of risk, comply with safeguarding procedures and promote improved outcomes.
6. Promote the involvement and participation of children and young people, parents and carers in planning and decision making and to ensure information is shared and understood.
7. Ensure that the child's current wishes and feelings have been established and taken into account, where appropriate. Promote the voice of the child, independent visitors and/or advocacy services as appropriate.

8. Ensure professional and accurate records of meetings are produced and distributed efficiently and in timescale. Ensure data recording and monitoring processes are accurately maintained.
9. Fulfil mechanisms which monitor service user feedback on the quality of services.
10. Carry out audit and reviews of practice and outcomes for service users and contribute to service development. Act as an advisor/consultant on matters relating to child protection and looked after practice and policy and contribute to development in these areas.
11. Assist in the formulation, monitoring and development of policies and guidance relating to services. To monitor compliance to policy, procedures and performance targets.
12. Undertake independent quality assurance reviews of front line social work practice and other local authority establishments as requested by the Directorate.
13. Monitor the activity of the Council as corporate parent in ensuring that care plans have given proper consideration and weight to the child's wishes and feelings and that, where appropriate, the child fully understands the implications of any changes made to his/her care plan.
14. Ensure that all strategy requirements and performance targets are met and strategies developed to meet future requirements.
15. Contribute to the development of standards and co-ordination of services, including with partners and other Council departments and external agencies. To develop and maintain systems and reviewing practices designed to ensure safeguarding is of the highest standard and capable of withstanding external scrutiny.
16. Contribute to service plans and reports as directed and from time to time attendance at the Corporate Parenting Group.
17. Participate in the resolution of complaints and where appropriate undertake the role of independent investigating officer.
18. Address directly and decisively, through the Dispute Resolution process, any safeguarding or planning issues that raise concern to avoid drift and delay for the child.
19. Contribute to the requirements of the Safeguarding agenda. To contribute to the work of the Local Safeguarding Children's Board and its sub groups, and provide reports and participate in multi-agency safeguarding audits as required.
20. Participate in Serious Case Reviews as directed.
21. Promote professional development and quality, evidence based practice through supervision, annual appraisal and through the development and delivery of training.
22. To ensure significant issues and barriers to service delivery are reported promptly to senior management
23. This post involved frequent contact with, and occasional responsibility for, children

24. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
25. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
26. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities regarding conflicts of interest, gifts, hospitality and other matters covered by the Code.
27. Carry out your role in line with the Council's Equality agenda.
28. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
29. Any other duties of a similar nature related to this post that may be required from time-to-time.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: April 2020

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INDEPENDENT REVIEWING OFFICER
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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Professional Social Work qualification (e.g. Degree, DipSW, CQSW or CSS as relevant)	E	
2	Post-qualification training relevant to specialism or Certificate in Advanced Professional Development in specialist social work	E	
3	Management Qualification		D
4	Practice Educator		D
Experience & Knowledge			
5	Approx. 5 years relevant post qualification experience in Children's Statutory Services	E	
6	Approx. 2 years' experience of giving recommendations and advice to other care teams or similar settings	E	
7	Approx. 3 years' experience of effectively reviewing the most complex cases with little requirement for support		
8	Working knowledge of the relevant legislation such as; <ul style="list-style-type: none"> • Children Act 1989 and current child care legislation including the Adoption and Children Act 2002 • NHS and Community Care Act 1990 and other pertinent legislation • Mental Capacity Act & Mental Health Act and the Deprivation of Liberty Safeguards • Person Centred Approaches • Safeguarding • Care Act 2014 • Children's & Families Act 2014 	E	
9	Experience of chairing meetings, child protection conferences and panels	E	
10	Approx. 3 years' experience and working knowledge of assessment procedures (including Child Protection). Approx. 2 years' experience in working with Safeguarding Children.	E	

11	Awareness of the single assessment process.	E	
12	Experience of developing, implementing, monitoring and reviewing policies, practice, plans and procedures	E	
13	Experience of developing and delivering training	E	
14	Experience of undertaking quality assurance and audit activity using performance frameworks	E	
15	Experience of working in partnership with other agencies		D
16	Knowledge of a range of childcare service interventions		D
Skills			
17	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
18	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
19	Ability to monitor the understanding of others, develop approach and take corrective action if required	E	
20	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
21	Ability to analyse and interpret information gathered during the assessment process	E	
22	IT Literate, capable of using MS Word / Excel and office packages	E	
23	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
24	Ability to maintain independence and objectivity	E	
25	Demonstrable ability to undertake and manage expert and effective practice and caseloads in complex situations	E	
26	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
27	Ability to drive improvements to practice across services	E	

	Personal Attributes		
28	Ability to use the opportunities at formal supervision effectively and work as a team member	E	
29	Ability to work closely with colleagues from differing backgrounds	E	
30	To be sensitive to and to work in an anti-discriminatory way with all service users and colleagues	E	
31	Demonstrate ability to work effectively in increasingly more complex situations	E	
32	Ability to work closely with others and carry out effective joint assessments	E	
	Special Requirements		
33	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours <i>Due to the nature of the post it is an essential requirement that the post holder, during their working week, is available to carry out conferences that may necessitate evenings and weekends in order to meet the needs of the family.</i>	E	
34	Access to reliable transport in order to carry out the travelling requirements of the post	E	
35	Interest in working with children to promote their development and educational needs.	E	
36	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
37	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
38	Suitability to work with children.	E	
39	Registered with the HCPC	E	
40	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	E	