**Job Description** 

**Job Title:** IRO Team Manager

**Salary Grade:** Grade 10

**SCP:** 42 – 46

**Job Family:** Organisational Support

**Job Profile:** OS6

**Directorate:** Corporate and Commercial

**Work Environment:** Agile

**Reports to:** CIRT Manager

**Number of Reports:** Independent Review Officers/ Reviewing and Designated Officers

Your normal place of work will be within the Lambton House, but you may be required to work at any company recognised workplace.

**Purpose:**

To ensure that statutory and regulatory requirements are met in relation to the work of the Cared for Children team and other key functions within the Children’s Independent Reviewing Team (CIRT).

To ensure that all functions within TfC relating to Cared for Children are monitored and that the right outcomes for our young people are pursued.

To be responsible for ensuring CIRT Cared for Services work in accordance with established policies and procedures of Together for Children and the Sunderland Safeguarding Children’s Partnership.

To manage the CIRT Cared for Team and other key functions of the CIRT service.

To ensure the IRO Handbook and guidance is understood and effectively translated into practice.

**Key Responsibilities:**

* To manage a staff team who have responsibility for Cared for Children, fostering, adoption and secure accommodation reviews; overseeing permanency planning; and initiating challenge.
* To oversee and line manage the roles of the Reviewing and Designated Officers
* To lead the professional development of the CIRT Cared for Children Team and manage training and development requirements.
* To implement quality assurance processes, observe practice, undertake regular case file and thematic audits and monitor performance across all functions within CIRT.
* To actively promote a co-ordinated, inter-agency approach in all aspects of work with children and families.
* To ensure compliance with national standards and the achievement of national and local performance targets for children.
* To allocate and monitor caseloads, taking into account case complexity.
* To conduct, monitor and support investigations into especially complex or high-risk cases.
* To contribute towards the development and delivery of the service plan
* To liaise with external agencies/bodies in relation to service delivery and performance and to share information within required protocols.
* To resolve problems arising out of the care planning process in line with the local dispute resolution process and to promote and facilitate consistent practice across the service.
* To work confidently and constructively with senior managers, offering a critical perspective and appropriate challenge.
* To promote mechanisms to seek out, listen to and respond to the views and ideas of employees, partners and other stakeholders (particularly children and young people and their families) in order to ensure services are relevant, responsive and focused on meeting identified needs.
* To keep abreast of changing contexts at local and national level and take account of these in social work practice.
* To respond effectively to customer complaints.
* To champion diversity and equality in all aspects of service delivery, demonstrate confident application of ethical reasoning to professional practices.
* Where appropriate assess and escalate requirements for premises alterations and maintenance.
* To deputise for the CIRT Manager as and when there is a business need.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

**Author**: Kim Roberts

**Date**: December 2020

**Person Specification**

**Job Title: IRO Team Manager**

**Role Profile reference: OS6, Grade 10**

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| **Essential Requirements** | |
| **Qualifications:**   * Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons. * Current Social Work England Registration and enhanced DBS clearance. * Evidence of continuous professional development; * Management Qualification or willingness to work towards * Desirable – knowledge of Signs of Safety Model | Application form Interview |
| **Experience of :**   * Applying in practice the principles of children’s social care legislation, policies and procedures. * Applying critical reflection and analysis to cases. * Experience of working across agencies to promote good practice in relation to children’s safeguarding matters. * Providing professional support, developing effective relationships and managing conflict. * Managing teams * Performance Management | Application form Interview |
| **Knowledge and Skills:**   * Excellent management skills * Excellent performance management and QA skills * Excellent organisation skills * Good communication, report writing and presentation skills * Strong analytical and planning skills for assessing and reviewing children and young people’s needs; able to record and explain professional reasoning judgements, and decision making. * Extensive knowledge and understanding of Children Act 1989 and 2004; the 2008 Children and Young Person Act, The Care Planning, Placement and Case Review Regulations 2010, the Adoption Act 2002, the IRO handbook and an awareness of current national policy drivers effecting children’s social care, and new evidence-based research. * Understanding of relevant data protection/ information governance procedures | **Application form /Interview/ Presentation** |
| **Ability to:**   * Ensure statutory and regulatory requirements are met in relation to the work of Together for Children’s (TfC); Children’s Independent Reviewing Team * Ensure efficient and effective services are managed and delivered * Manage the demands of case allocation and oversee caseload management. * Effectively engage with a range of individuals including children, parents and carers, other professionals and work colleagues. * Oversee the management and delivery of Regulation 44 visits, foster carer reviews and Designated Officer referrals. * Collate and use data monitor worker performance, generate positive performance at case and team level and to identify trends across the service. * Present and disseminate information to support learning and development for TfC staff and staff from partner agencies. * Lead the development and support of staff in the implementation of the Signs of Safety/Success model. * Establish direction and influence others towards shared goals and empower, inspire and motivate individuals. * Contribute to the wider service development for TfC, including participation in relevant working groups    Be self-motivated, resilient and committed to excellent social work practice.   * To work flexibly to meet the needs of the service and support the CIRT Manager to ensure core functions of the service are always delivered. * Take a long-term view, sets goals, and evaluate the impact of ideas and policy decisions; to improve services, develop new ways of working, and find appropriate solutions to complex issues. | **Application form /Interview/ Presentation** |

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