# **Job Description** Durham County Council logo

| **Post title** | Review Officer |
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| **Job Evaluation** | N9835 |
| **Grade** | Grade 7 |
| **Service** | Children and Young Peoples Services |
| **Service area** | Childrens Social Care – Children in Care |
| **Reporting to** | Kinship Care Support Manager, Fostering Service |
| **Location** | Your normal place of work will be Spectrum Business Park, Seaham, but you may be required to work at any Council workplace within County Durham |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |
| **Flexitime** | This post is eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

## **Description of role**

## To assist the Kinship Care & Support Manager to provide an efficient and effective method of developing, monitoring and reviewing Support Plans to meet the needs of carers and children/young people placed under a Special Guardianship Order or Child Arrangement Order.

## The Reviewing Officer will also play an integral role in understanding and developing access to a wide range of support and services. The post holder will be responsible for the delivery of high quality support in line with statute, regulation, national standards and policy and procedures.

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

## **Duties and Responsibilities**

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

* To implement Children’s Care and safeguarding 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 support the development and review of Support Plans to meet the needs of children/young people.
* To provide information/advice and guidance to develop the offer to a wide range of support/services accessible to carers and children/young people.
* 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 sectors.
* To help develop the offer of support/services to kinship carers and their families.
* 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.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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 your manager.

## **Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSEs (A-C grades) or equivalent relevant qualification
 | * NVQ4 or HNC/HND or equivalent
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| **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
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| **Skills and 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
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| **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
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