

SEFTON COUNCIL
Young People & Families

JOB DESCRIPTION

Post: Independent Reviewing Officer
JE Number: A2484
Team: Independent Reviewing Officers (Children's Social Care)
Location: Various
Grade: K

Responsible to: Senior Independent Reviewing Officer

Responsible for:

JOB PURPOSE

To deliver a high quality service that addresses the needs of children, young people and their families and lead to improved outcomes.

To be responsible for ensuring the highest standard of practice in the delivery of Child Protection Conferences and Statutory Childcare Reviews, whilst managing the reputation of the Service and the Council.

To ensure the Service responds to new challenges, priorities and requirements whilst maintaining the Council's statutory obligations and using resources in the most effective manner

MAIN DUTIES

Practice

To:

1. Effectively chair multi-agency Looked After Children Reviews, Child Protection Conferences and complex strategy meetings as required.
2. Ensure a multi-agency approach to decision making and be responsible for the decision making process at conferences and reviews. Ensure that there is a framework for reviewing compliance of plans.
3. Ensure that dates for meetings fit within the statutory timescales for conferences and reviews and that they are conducted in line with procedures. Make decisions to defer when there is insufficient information on which to base a decision.
4. Ensure that minutes and records of meetings are accurate, meet statutory and legal requirements and are distributed within the required timescale. Develop,

maintain and comply with efficient and effective systems to ensure compliance with procedures and recording systems.

5. Enable the child to have a voice in proceedings and care planning meetings as appropriate and ensure that the rights of children and parents are adequately addressed. Consistently promote participation and ensure advocacy services are utilised where appropriate.
6. Challenge service decisions where necessary to fulfil an agreed plan of care and ensure any drift is dealt with promptly, use statutory powers to escalate to senior management and external bodies where appropriate.
7. Liaise and negotiate with other professionals and agencies to ensure that the best possible outcomes are achieved for children and young people.
8. Advise the relevant manager of any resource shortfalls and recommend improved methods where appropriate.
9. Promote the highest levels of professional practice by building and maintain relationships with key partners including Team Managers to improve standards and outcomes for children in care, children in need of protection and children in need.
10. Undertake management reviews of individual cases as required and to audit cases on locally identified themes to ensure safety of practice.
11. Collate and analyse information data emanating from conference and review materials, provide independent professional leadership on practice matters and share good practice and learning across the service.
12. Promote leading edge innovative best practice across all tiers of the workforce including partner organisations. Monitor and evaluate effectiveness and take action to address and alleviate emerging issues.
13. Be part of a duty system providing consultation ensuring that issues are dealt with in a timely way and that conferences can be organised within speedy timescales.
14. To co-ordinate investigations of allegations against professionals in case when the LADO is unavailable.
15. Have lead responsibility for a specific area of care planning, this may include the LSCB and its sub-groups, children in care groups and children in need.
16. Access and make critical use of relevant knowledge and research from a variety of sources, including of current legislation and ensure this knowledge is applied across the service.
17. To be actively participating in service wide quality assurance

Performance Management

18. Participate in the development of the Service Business Plan, ensuring that it reflects the plan for Children's Social Care. Ensure that management policies are in line with service, local and national policies.
19. Support learning and development through training delivery and inputting into relevant service Plans for the delivery of learning and development.
20. Model effective communication skills appropriate to role and communicate effectively in highly charged, complex or challenging circumstances.
21. Provide support and observation to Social Workers as required using the Professional Capabilities Framework /Assessed and Supported Year in Employment capabilities. Encourage critical reflection, challenge and evidence informed decision making and support others in developing these capabilities.
22. Ensure that policies and strategies concerning information sharing and privacy, are informed by current legal and professional requirements concerning safeguarding, information sharing, confidentiality and data protection. Ensure the interface between ICS system and practice, ensuring system supports positive outcomes for people who use services.
23. Ensure that all duties are carried undertaken in a way that adheres to policies, practice and strategies concerning discrimination and oppression.
24. Promote high quality service delivery and customer care and ensure that complaints are fully investigated in line with the Service's complaints procedure.
25. Prepare for and participate in Team Meetings, Supervision, including group supervision and Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.
26. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing consultation and maintaining a confident body of knowledge that informs management practice and style.
27. Represent the Service/Council at meetings and conferences as appropriate.
28. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
29. To confidently use performance management systems to analyse to support own practice and challenge and support practice of others.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Date: April 2024
Name: Helen Cavanna
Designation: Service Manager

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form.
Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: Independent Reviewing Officer

Post Number: Various

| Criteria | Essential | Desirable | Assessment Method |
|-----------------------|--|-----------|--|
| Qualifications | <p>Social Work Degree or equivalent</p> <p>Current registration with HCPC</p> | | <p>C</p> <p>C</p> |
| Experience | <p>Recent, relevant and significant experience of managing and/or supervising staff and cases within the context of complex child care social work including LAC and CP cases.</p> <p>Demonstrable and successful record of delivering accessible, high quality and customer-focussed social care services to vulnerable children and young people including Child Protection.</p> <p>Experience of chairing childcare meetings e.g. core groups, planning meetings and strategy meetings.</p> <p>The ability to work collaboratively, resolve conflicts and negotiate effectively whilst maintaining independence and keeping the child's interests as the paramount factor in decision making.</p> <p>A proven record of leading partnership working with a wide range of agencies, creating a culture that promotes meaningful participation.</p> <p>A proven track record of improving performance including creating and maintaining a culture where concerns about</p> | | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |

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| | <p>practice are effectively dealt with, including formal reporting to the regulator.</p> <p>Ability to address issues of equality and discrimination effectively and promote access to appropriate services. Ability to champion children's rights and participation.</p> <p>Ability to assess risks, children's emotional, psychological and developmental needs and family functioning. Ability to evaluate plans and make appropriate decisions which safeguard children and promote their welfare.</p> | | <p>A/I</p> <p>A/I</p> |
| <p>Demonstrable skills, knowledge and aptitudes</p> | <p>Ability to chair complex meetings and to support others to do so under the Children Act 1989 and other relevant legislation..</p> <p>Ability to facilitate organisational development at a local , and regional, providing the professional leadership required</p> <p>Ability to ensure policies and strategies concerning information sharing and privacy are informed by current legal and professional requirements.</p> <p>Ability to ensure policies, practice and strategies concerning discrimination and oppression reflect the law and current best practice.</p> <p>High level of knowledge and understanding of appropriate legislative frameworks, including Care Planning, Placement and Case Review Regulations (England) 2010, Working Together 2013 and Care Planning for Looked After Children and Care Leavers revised 2013.</p> <p>Substantial knowledge of social care provision for vulnerable children/young people and current research</p> | | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |

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| | within child protection and childcare including outcomes from Inspections and Serious Case reviews. | | |
| Demonstrable skills, knowledge and aptitudes continued | Knowledge of relevant specialist areas e.g. Court work, Safeguarding, Looked after Children. | | A/I |
| | A commitment to continuous professional development of self and others including the ability to coach and direct people. | | A/I |
| | Ability to model and use critical reflective skills in management, practice or organisational supervision in order to enhance the organisations strategic outcomes. | | A/I |
| | Proven ability to attract, lead, empower and motivate those involved in service delivery. | | A/I |
| | Ability to work with a range of agencies and establish and maintain effective relationships. | | A/I |
| | High level of effective communication and interpersonal skills and ability to adapt to the needs of others. | | A/I |
| | Proven ability to identify problems, challenges and provide leadership and sense of direction. | | A/I |
| | Ability to operate effectively with a high volume, at times highly sensitive workload and demonstrate personal resilience | | A/I |
| | Ability to take advantage of, and effectively use information technology including ICS and to ensure and manage the consistent use across the team. | | A/I |
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|-----------------------------|--|--|--------------|
| | Ability to work within professional and ethical standards including the HCPC Code/Standards of Conduct for Social Workers. | | |
| Special requirements | This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. | | C |
| Other | Ability to understand and demonstrate a commitment to equality and diversity. Must be legally entitled to work in the UK. | | A/I C |