

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Independent Reviewing Officer

Directorate: Families, Children and Learning

Section: Safeguarding and Review Service

Reports to: Independent Reviewing Officer Manager

Client Group(s): Children and Families

Location(s)/establishment(s): Moulsecoomb Hub South, Hodshrove Lane, Brighton, BN2 4SE.

1. Main Purpose of Job

- 1.1 To ensure the provision of an efficient and effective service to children and young people in need of protection. Also to children and young people looked after by the Department, through consultation and the measurement of success against stated performance indicators in order to monitor the actions of the LA, as a Corporate Parent, in addressing the assessed needs of Looked After Children and implementing their Care Plans.
- 1.2 To ensure efficient and effective inter-agency working in respect of the child protection system and of services to children looked after, through the chairing of complex conferences and reviews.
- 1.3 To meet the duty and power (under the Adoption and Children Act 2002) to negotiate and challenge the Local Authority management, up to the highest level (Chief Executive), to ensure that childrens needs are met. And, if necessary to use their power in this legislation to refer the case to CAFCASS for Court action.

2. Principle Accountabilities

- 2.1 To provide independent chairing of child protection conferences in order to monitor, review and maintain the systems necessary to the effective implementation of the Brighton and Hove Child Protection Procedures;
- 2.2 To work with colleagues in the Police, Education and Health to develop and maintain agreed inter-agency thresholds for the investigation of children at risk and the assessment of children in need and families in need of support;
- 2.3 Contribute to an effective information system in respect of the corporate and inter-agency management of risk in child protection;

- 2.4 To identify poor or dangerous practice and to raise concern with the respective Service Manager /Head of Service. Also identify and feedback on high standards of work.
- 2.5 To provide independent chairing of looked after children reviews in order to monitor, review and maintain the systems necessary to the effective implementation of the departments statutory responsibilities for children who are looked after;
- 2.6 To work with colleagues in Health and Education to ensure a seamless service for children in need of permanent placements and for young people preparing for adulthood.
7. To develop and maintain an effective information system in respect of the corporate parenting of children and young people looked after by the department in order to promote a performance management culture and support the business planning process.
- 2.8 To monitor and uphold standards applying expectations to the Councils priorities, Performance Indicators and other recorded targets. Also demonstrating commitment and accountability to the departments service plans.
- 2.9 To participate in the creation of Policy and Procedural documents, working groups etc, including the inter-agency Child Protection Procedures. Disseminating changes and providing advice/consultation to operational staff. Also to design and deliver Training sessions.
- 2.10 To ensure that equality of access is in place for all service users, demonstrating our accountability to them through consultation and the production of information booklets.
- 2.11 To comply with Health and Safety legislation and to be familiar with key requirements of the Council, reporting concerns as they arise.
- 2.12 To work within and actively promote the Councils Equality policy in relation to Service delivery and the conduct of personnel. Also participating with investigations and complaints.
- 2.13 To undertake any such duties appropriate to the character and grade of the work as may reasonably be requested. Significant permanent changes in duties will require agreed revisions to be made to this job description.

Criteria for Progression between grades:

At the point the post holder reached the maximum of the lower grade, before any further incremental progression can take place the following assessment will need to be undertaken between the Head of Service and the post holder:-

- Evidence of having successfully managed a high profile service development and achieved the objectives set within the agreed time scales.
- Evidence of having advised on complex service issues and achieved successful outcome that may have involved sensitive negotiation between different agencies.
- To have extensive knowledge of national policy and have taken lead responsibility for being the central point for information about a specific area of service and subsequent development of Council policy.
- Evidence of having developed and implemented a policy or procedure that has improved or developed a service outcome.

BRIGHTON & HOVE CITY COUNCIL**PERSON SPECIFICATION**

Job Title: Independent Reviewing Officer

Directorate: Children Families and Schools

Section: Safeguarding and Review Service

Criteria

Essential Criteria

**Knowledge,
Experience & Skills**

- The ability to chair effectively complex child protection conferences/review meetings in order to facilitate the full participation of professionals, parents and children;
- Ensure a clear and balanced presentation of information, which differentiates between fact and opinion;
- Ensure that the needs of the child are paramount;
- The ability to relate theory to practice in the assessment of risk and subsequent decision making;
- The ability to negotiate with other agencies and the confidence to challenge opinions and observations.
- The ability to deal appropriately in a public forum with often high levels of anger and aggression;
- The ability to ensure that written documents emanating from child protection conferences/reviews are of a sufficiently high standard to reflect the professional nature of the meeting;
- The confidence to apply a risk management approach to those situations where either resource shortfall or the specific needs of a child/family require a deviation from the optimum solution or from adherence to accepted procedures;
- Significant understanding of all legislation pertaining to Child Protection and Looked After Children including 'Working Together';
- Good understanding of recent research and service innovation;
- Sound knowledge of the role of the Children's Families and Schools department in the context of other statutory and voluntary agencies involved in the social care, health and education of children and young people;
- Knowledge of the principles of equal opportunities and the ability to work in partnership with users, carers and colleagues;
- Experience of working with diverse communities;
- Good level of experience and ability in using computers, writing reports etc;
- A minimum of 4 years qualified social work practice with children and families, involving significant experience of child protection work;
- Minimum of 3 years management and or supervisory experience in the above areas at a level equivalent to Service Manager
- A recognised professional Social Work qualification Dip SW or equivalent.

In order to progress to the higher grade the post holder will need to fully evidence their ability to comply with all aspects of the specification.