



Coventry City Council

Job Description

Job Title:	Independent Reviewing Officer	Job Number:	L3649D
Directorate:	People	Post Number:	
Service:	Quality Assurance Service	Grade:	9
Location:	Broadgate House		

Main Duties and Responsibilities:

Job Purpose:

To provide a comprehensive reviewing service for children looked after and children subject to child protection plans.

- To be responsible for chairing statutory reviews for children looked after, children subject to child protection plans, statutory reviews, short break reviews, strategy meetings and associated meetings.
- To ensure that the plans for children looked after, children subject to child protection plans, short break reviews and children in need meet the highest standards and are implemented appropriately,
- To ensure the best outcomes for children by actively addressing any drift or delay in the planning for them, and promoting prompt resolution of those concerns.
- To be responsible for the timeliness of reviews are undertaken within the agreed statutory and procedural timescales.
- To write reports and ensure that accurate records are kept in relation to the outcomes of reviews

To take an active lead in the process of planning for children and young people in accordance with relevant legislation, guidelines, procedures and regulations and associated research and best practise.

To take a lead in inter-agency working with other agencies to promote services to safeguard children in the city.

Main Duties and Responsibilities:

1. The postholder will be responsible and accountable for carrying out the duties and responsibilities of the post in compliance with the City Council's Equal Opportunities Policy and all other relevant policies as notified.
2. To be responsible for the co-ordination and chairing of strategy meetings, reviews and associated meetings within the agreed statutory timescales for children looked after, children subject to child protection plans and children in need in accordance with The IRO Handbook, Working Together to Safeguard Children 2010, National Minimum Standards, Departmental and LSCB Inter-agency procedures and related legislation and national guidance.
3. To be responsible for the preparation, co-ordination and independent chairing of planning meetings and statutory reviews, and provide an **independent oversight** in the formulation and monitoring of plans, ensuring that the care plans aim to improve the outcomes for children and young people.
 - a. To identify and report upon situations where a child's human rights (as defined in the relevant legislation) may be adversely affected.
 - b. To advise the Department on the impact of policies upon children looked after and subject to child protection plans
 - c. To ensure children are aware of their rights to legal representation and advocacy, and that they know how to seek help.
 - d. Where children whose case is reviewed wish to proceed under the Adoption and Children Act 2002 on their own account, it is the function of the IRO to take a lead in assisting the child to obtain legal advice; or to establish whether an appropriate adult is able and is willing provide such assistance or bring the proceedings on the child's behalf.
 - e. Advise on the relevant legal processes to safeguard children
 - f. That the persons responsible for implementing decisions taken in the review are identified and notified
 - g. To ensure that reviewing arrangements for children looked after understand and takes into account the child or young persons views;
 - h. To take a lead in reporting and addressing any delays, drift or failure to review or implement the care plan for the child is brought to the attention of the managers at the appropriate level of seniority within the local authority, and actively promoting resolution.
 - i. To take a lead in ensuring that plans for children looked after and subject to child protection plans are identified and addressed with due regard to race, religion, culture, ethnicity, disability or sexual orientation
4. To be responsible for promoting and facilitating the participation of all service users, children and their families in the processes of planning and reviewing the services provided to them. In particular to ensure that children are empowered within the planning process so that their views and wishes are heard and considered
5. To be responsible for ensuring that legal, government and departmental regulations and guidance are observed in respect to the planning and review of children's cases.
6. To provide professional and procedural consultation and specialist advice to all professionals at managerial and practitioner levels across LSCB member agencies, to be responsible in so doing for the decision making in giving advice, its quality and consistency in relation to internal and inter agency procedures.

7. To provide direction and advice on the proper interpretation of their role, practice and accountability, including prioritisation, risk assessment and risk management. Where appropriate, constructively challenge the judgements and assessments of staff at all levels within the authority and of those constituent partner agencies of the LSCB.
8. Liaise with, and establish sound working relationships with other agencies, departments etc; promote joint & multi-disciplinary working partnerships, practice development and initiatives with member agencies of the LSCB to safeguard children.
9. To be responsible for systematic monitoring, audit and evaluation of the services and practice of agencies and organisations in relation to safeguarding children that monitor quality and consistency in work with children, reporting to management with recommendations and taking action as appropriate.
10. To take a lead in monitoring, audit, evaluation of the performance of the local authority in respect of children looked after and children subject to child protection plans and their reviews via agreed quality assurance measures against procedures and best practice standards in line with performance management framework, policies and procedures.
11. To be responsible for the co-ordination of Notifications of Persons who Pose a Risk to Children (PPRC) in accordance with local, regional and national protocols and guidance (Working Together, 2006, Home Office and MAPPA) to ensure that appropriate action is taken to safeguard children, including attendance at Multi Agency Public Protection Panel meetings.
12. To maintain a high level of working knowledge of legislation, statutory instruments, codes of practice, Departmental policies, procedures and good practice in order to maintain and improve professional competence and decision making. ensuring they are adhered to and communicate with the post holder's area of responsibility
13. To chair, participate and assist in working / task groups, panels and other appropriate forums in the development of practice and policy development within the directorate and Coventry LSCB
14. To prepare and maintain and monitor systems and management information for planning and reviewing the care of children looked after children looked after and subject to child protection plans which will establish consistency and quality of practice in the City Council in collaboration with the Manager/Designated Manager for children subject to child protection plans
15. To advise be responsible for advising designated managers of any operational or practice issues of concern in accordance with agreed procedures/protocols
16. To be responsible for the referral of cases to the highest authority within the City Council and to the Child & Family Court Advisory Support Service (CAFCASS) where appropriate.
17. To take a lead in undertaking management reviews in accordance with Chapter 8 of Working Together to Safeguard Children 2006 and LSCB procedures

18. To promote and implement Departmental policies, procedures, practices, principles and quality standards, and to act in accordance with agreed Service Principles and practices to ensure that the needs of looked after children and children subject to child protection plans are met.
 19. To contribute to the delivery of service within allocated budget(s) and in compliance with the Council's financial and other regulations, apply the principles of "best value" in utilising the resources and maximise the use of alternative sources of funding to enhance the provision of services.
 20. To be responsible for contributing to the management of resources through appropriate recording of expenditure and activity and utilise resources to provide flexible range of services and tailored packages of support / care
 21. To provide cover for other Independent Reviewing Officers in their absence at the request of the Manager.
 22. To participate in the overall management of Children's Services.
 23. Promote and enforce the council's Equal Opportunities Policy
 24. Any other duties and responsibilities within the range of the salary grade.
-

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Review and Quality Assurance Manager

Date Reviewed: Jan 2012

Updated: May 2014



Coventry City Council

Person Specification

Job Title:	Independent Reviewing Officer	Job Number:	L3649D
Directorate:	People	Post Number:	
Service:	Safeguarding Children Service	Grade:	9
Location:	Broadgate House		

Area	Description
------	-------------

Knowledge:	<input type="checkbox"/> Sound knowledge of best practice regarding child protection and an understanding of the relevant legislative framework and associated guidance
	<input type="checkbox"/> Understanding of the role, function and statutory responsibilities of the LSCB and interagency responsibilities of other agencies, statutory bodies and the private community and voluntary sector in relation to safeguarding children, child protection and children looked after
	<input type="checkbox"/> Sound knowledge of legislation, guidance and research in relation to all aspects of work with children and their families and detailed knowledge of guidance with particular reference to child protection; children looked after and care planning
	<input type="checkbox"/> Knowledge of national strategies and frameworks for the provision of Children's Services for safeguarding children and improving the life chances of children.
	<input type="checkbox"/> Sound knowledge of the business of City Council departments and other public services such as the police, PCT, private, voluntary and community sector organisations.
	<input type="checkbox"/> Knowledge of local and national policy, practice and legalisation with the wider context of provision to Children, Young People and their families especially Change for Children, Safeguarding Children, Every Child Matters, Care Matters, Care Planning regulations and IRO Handbook, CAF, National Minimum Standards for Fostering Adoption, Children's Homes and Residential Special Schools
	<input type="checkbox"/> Understanding of effective partnership working and interagency responsibilities and structures for children and families service delivery
	<input type="checkbox"/> Knowledge of effective performance management and quality assurance systems

- | | |
|--|--|
| | <input type="checkbox"/> Developed knowledge of equal opportunities issues in social care and employment and issues faced by families from minority ethnic communities, or other minority groups |
|--|--|



Skills and Abilities:	<input type="checkbox"/> Excellent written and verbal presentational and communication skills including the ability to communicate effectively at all levels and produce coherent written reports, letters and minutes
	<input type="checkbox"/> Ability to communicate effectively with children and young people and people at all levels within and outside the department.
	<input type="checkbox"/> Ability to assist in building strong working relationships in a team and with other parts of the Children and Families Service group, with other Directorates and Agencies as well as Service Users with the aim of collectively achieving service objectives
	<input type="checkbox"/> Highly developed skills in the assessment of need and risk to children and ensuring that effective action is taken to safeguard children in respect of complex child care cases.
	<input type="checkbox"/> Ability to promote and facilitate the participation of children and their families and ensuring service users' views and needs are central to service delivery.
	<input type="checkbox"/> Ability to take decisive action, based on options that are available so that service objectives are successfully achieved
	<input type="checkbox"/> Ability to generate viable plans, ensure that they are put into operation and to monitor progress to ensure objectives are achieved;
	<input type="checkbox"/> Ability to set, work to and enforce service standards and objectives, monitor performance against key indicators of performance, give feedback and demonstrate a commitment to the provision of high quality services
	<input type="checkbox"/> Ability to seek ways of improving services or working practices and to respond enthusiastically to implement changes that are introduced by others
	<input type="checkbox"/> Ability to focus on objectives and delivering outcomes that meet or exceed service expectations
	<input type="checkbox"/> Ability to constructively, assertively and effectively challenge practice, reporting issues of performance and issues for resolution by managers at all levels in the organisation.
	<input type="checkbox"/> Ability to anticipate, mediate and enable resolution of inter-agency / multi-disciplinary conflicts.
	<input type="checkbox"/> Ability to chair complex meetings, including strategy meetings, child protection conferences, reviews for looked after children.

- | | |
|--|--|
| | <input type="checkbox"/> Ability to assimilate research, legislation, guidance, problem solving and analytical skills. |
|--|--|

	<input type="checkbox"/> Ability to work on own initiative and the capacity to make independent judgements as well as manage an assigned workload prioritising tasks to achieve deadlines and performance measures
	<input type="checkbox"/> To lead in the monitoring, auditing and quality performance of services provided to children.
	<input type="checkbox"/> To provided professional advice to staff from all agencies on matters of policy, practice and procedure in child protection and planning for children looked after.
	<input type="checkbox"/> To represent the "Coventry Safeguarding Children Board" in a range of tasks including training and participating in relevant working parties.
	<input type="checkbox"/> Ability to ensure that due consideration is given to race, religion, culture, ethnicity, disability or sexual orientation in planning for children and that these are underpinned in development of the plans for children looked after and subject to child protection plans are identified and addressed with due regard

Experience:	<input type="checkbox"/> Experience of supporting resolution of inter-organisation and/or intercommunity conflicts.
--------------------	---



	<input type="checkbox"/> Experience of supervision and management
	<input type="checkbox"/> Experience and ability to communicate well with children and young people and promote their participation in planning processes
	<input type="checkbox"/> Positive action responses to equal opportunities needs in employment or service delivery.
	<input type="checkbox"/> Audit and Performance Management
	<input type="checkbox"/> Using Information Technology
	<input type="checkbox"/> Experience of supporting resolution of inter-organisation and/or intercommunity conflicts.
	<input type="checkbox"/> Experience and ability to relate to children and young people
	<input type="checkbox"/> Positive action responses to equal opportunities needs in employment or service delivery.
	<input type="checkbox"/> Audit and Performance Management
	<input type="checkbox"/> Using Information Technology

Educational:	<input type="checkbox"/> CQSW, DipSw or equivalent qualification recognised by the Health and Care Professions Council (HCPC)
---------------------	---

	<input type="checkbox"/> At least 2 years experience of working at a management and supervision level within child care/child protection setting, including the leadership, management and supervision of professional and support staff and resources
	<input type="checkbox"/> At least 3 years post qualification experience of Social work practice in related field

Special Requirements:	<input type="checkbox"/> This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
	<input type="checkbox"/> The post holder will be required to work outside normal office hours and travel within and outside the City

Date Reviewed: January 2012

Updated: August 2014