

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE : Children's Services

SECTION : Safeguarding Children Unit

LOCATION : Number One Riverside

Job Title : Independent Reviewing Officer

Grade : 9

Accountable to : Team Manager : IRO Service

POST NUMBER : CSCSU0000005

Accountable for : None

Hours of Duty : 37 per week worked in accordance with service requirements

Any Special Conditions of Service In accordance with Section 7 of the Immigration Act 2016, this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.

Casual User Car Allowance is payable

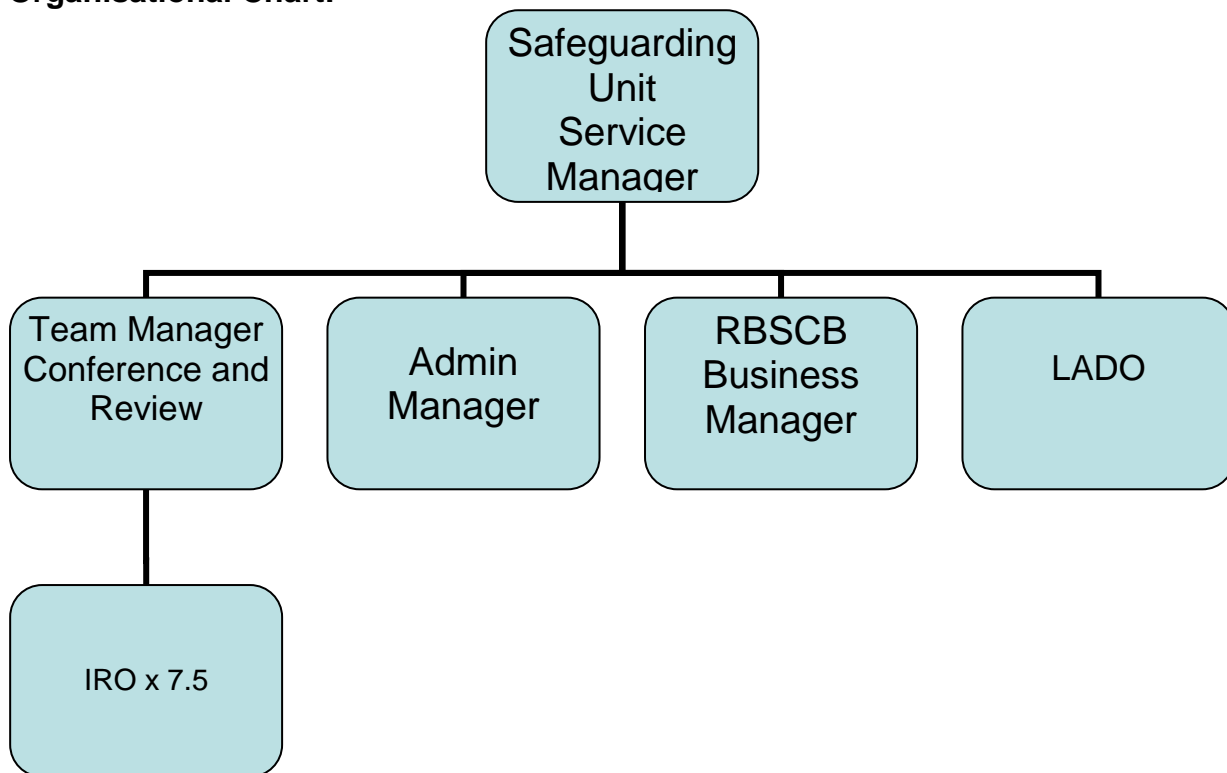
Appointment to this post is subject to enhanced DBS including barred list check against child workforce.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTS OF THE JOB

To ensure a high quality conferencing and reviewing service for children whose welfare needs to be safeguarded. These children and young people will include children in need of a protection plan and Looked after Children.

To promote the improvement and development of services to children and their families by contributing to a quality assurance strategy that facilitates continuous improvement through the effective and efficient use of the Targeted Service's resources.

Control of Resources

Personnel

None

Financial

None

Equipment/Materials

To be responsible for equipment and materials used by the postholder in connection with the performance of their duties.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council and the Targeted Services.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework and the Continuous Professional Development requirements

Relationships (Internal and External)

The post holder will have contact with the following agencies and staff.

Internal:

Staff of Children's Services - (both managers and practitioners) at all levels.
Staff of other Council Services.
Members of the Council.

External:

Rochdale Borough Safeguarding Children Board.
Employees from agencies both locally and nationally who are stakeholders in meeting the needs of Children and families.
Children their parents and extended families

Responsibilities

The post holder must -

- (i) Ensure that the Council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality & Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open
- Be aware of and apply these behaviours at all times

Be aware of and apply the Rochdale Way behaviours at all times

Principal Duties

Looked After Reviews

- 1 To quality assure the care planning processes for looked after children in line with the care planning regulations 2010 through the chairing and reporting of looked after children reviews
- 2 To discharge the IRO duties in line with the IRO Handbook 2010
- 3 To ensure practice standards in relation to the coordination and chairing of looked after reviews are adhered to in line with council policy

- 4 To ensure that children and young people are engaged in their reviews through meeting with children and engaging with them within the review process including meeting children outside of their review meeting
- 5 To ensure that the dispute resolution policy is used to escalate any concerns in relation to the care planning of looked after children, including the escalation to the Director of Children's Services where appropriate
- 6 To liaise with social workers and senior managers within social care to ensure final care planning and permanence is achieved for looked after children in a timely way
- 7 To contribute to the continuous improvement in outcomes of looked after children through the quality assurance of care planning
- 8 To provide comprehensive written reports and recommendations within agreed timeframes following looked after reviews
- 9 To liaise with other stake holders to ensure care planning processes are adhered to and plans achieved.
- 10 To contribute to the training and development of the children's workforce through the RBSCB training programme
- 11 To lead on areas of development identified through business planning and service requirements
- 12 To contribute to the reporting on child protection activity through the collation of performance indicators and quality assurance processes.

Child Protection Conferences

1. To chair child protection conferences and reviews and ensure minutes are produced in line with agreed timeframes.
2. To ensure the quality assurance of child protection conferences in line with RBSCB procedures and Working Together 2013
3. To use the RBSCB escalation policy across the partnership to ensure child protection planning is robust and effective
4. To contribute to the effectiveness of the RBSCB through attendance and contribution at sub groups and training as appropriate
5. To ensure families including children are engaged and contribute to the child protection process. Ensuring that children wishes and feelings are evident and accounted for in the child protection process
6. To contribute to the reporting on child protection activity through the collation of performance indicators and quality assurance processes.

Secondary Duties

- 1 To co-operate in the effective implementation of Child Care and Council policies for staff care, in particular:
 - Participate in regular, structured formal supervision
 - The identification of your own development and training needs
 - The identification of team issues

- 2 To ensure that Rochdale MBC's commitment to public service and customer care is addressed in all dealing with the public, and service users and their representatives, including undertaking investigation of representatives and complaints.
- 3 To fully understand, actively promote and comply with Council and Service Health and Safety policy.
- 4 To deputise for the IRO Team Manager and Safeguarding Children Unit Manager when necessary.
- 5 To establish and maintain effective working relationships with other local and national organisations from both statutory and independent sectors.
- 6 To undertake such other duties and responsibilities of any equivalent nature as may be determined by the Head of Service (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by	<u>Sandra Bruce</u>	Date	<u>2014</u>
Job Description reviewed by	<u>Christine Foster</u>		<u>2018</u>
Agreed by Postholder	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Independent Reviewing Officer
Section :	Safeguarding Children's Unit	Post Number :	CSCSU0000005
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing and able to work flexibly?	E	AF, I
(b) Qualification and Experience		
2 Do you hold a relevant qualification in Social Care Practice (viz CSS, CQSW, Dip SW, SW Degree)? And are registered with HCPC?	E	AF Check qualifications at interview
3 Do you have five years post qualifying experience?	E	AF/Check registration
4 Please give details of your experience of statutory child care social work including significant experience in child protection and looked after children.	E	AF, I
5 What is your experience of managing, chairing and facilitating complex meetings e.g. reviews, planning meetings inter-agency meetings etc?	E	AF, I
6 What experiences have you of analytical report writing within a statutory child care framework?	E	AF, I
7 Tell us about your experience of working in a co-operative partnership with children, their parents and carers in a multi-agency setting.	E	AF, I
8 Tell us how you have engaged and involved children in assessment and in meetings	E	AF, I, P
9 What is your experience in the, development and monitoring of policy procedure and practice, within a quality assurance framework?	E	AF, I, P
10 Please tell us about your experience of managing and providing supervision and what specific skills you think are required for a management role	D	AF
(c) Skills and Knowledge		
11 Please give details of your knowledge of relevant legislation relating to statutory work with children and young people.	E	AF, I
12 Please give details of how you would work productively with teams; demonstrate a high level of skill in communicating, consultation, risk assessment, negotiation and decision making.	E	AF, I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
10 Please give details of your ability to assess risk, evaluate consequences and determine priorities.	E	AF, I
12 Please give details of how you demonstrate knowledge of the roles within key agencies involved in the child protection and looked after children systems.	E	AF, I
13 Please give details of your ability to challenge practice decisions constructively using professional argument backed up by research.	E	AF, I
14 What is your knowledge of legal frameworks and Guidance in relation to Children and Young People who are "looked after" and children who need a protection plan?	E	AF, I
15 What skills do you have in the use of Information technology?	E	AF, I
16 Please give details of your knowledge of a range of quality assurance activities related to performance management.	E	AF, I
17 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open Please confirm you are willing to adhere to these values and behaviours.	E	AF, I
18 The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	I

