**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**Post:** Independent Reviewing Officer/Conference Chair

**Grade J:**

**Reports to:** Team Manager Safeguarding and Quality Assurance Unit

**Post Objectives:** To independently chair Child Protection Conferences

**Post Duration:** Permanent

**Main duties and responsibilities:**

* To Convene, Chair and record Looked After Children’ s Reviews in a way that supports the Young Person’s wishes and ensures that they are at the centre of all planning
* To hold the Local Authority and its partner agencies to account on the young person’s behave and where appropriate and in consultation with the young person challenge the Local Authority’s actions
* Support the improvement of across all areas of practice that impact on our young people and ensure that all young people receive the highest standard of service
* Chair both Initial and Review Child Protection Conference, ensuring that both the young person and the families views have been heard and are informing planning
* Produce SMART Plans which meet the needs of the young people and their families
* Maintain records in line with the Local Authorities’ guidelines
* Provide advice and support to other professions in respect of the Child Protection and Looked After systems
* Establish and maintain a continuous improvement methodology to your own professional development and related activity, alongside our ability to respond to the changing needs and any emerging trends
* Demonstrate through personal example, open commitment and clear action; ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
* To undertake such duties commensurate with the level of responsibility for this post.

**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CHILDREN’S SERVICES**

**POST: Independent Reviewing Officer**

**PERSON SPECIFICATION**

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| 1. **Educational standard/qualifications/membership of professional body** | **Category** |
| Social work degree/CQSW/Dip.SW/CSS | Essential |
| Social Work England registration | Essential |
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| 1. **Specialised training** |  |
| Post qualification training | Desirable |
| Children Act training | Essential |
| Advanced IRO training | Desirable |
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| Signs of Safety practice model | Desirable |
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| 1. **Experience** |  |
| Substantial post-qualification experience in children and families social work within a statutory setting | Essential |
| Direct work with children including children | Essential |
| Work with parents and carers | Essential |
| Experience in joint working arrangements with other agencies | Essential |
| Experience in Chairing complex meetings | Essential |
| Management experience in a Social Work setting | Essential |
| 1. **Key Skills** |  |
| Ability to Chair both Child protection and Looked After reviews | Desirable |
| Ability to advise others and deal with sensitive issues in difficult situations | Essential |
| Ability to challenge appropriately | Essential |
| Ability to maintain clear records | Essential |
| Ability to Produce and implement SMART Plans | Desirable |
| Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders | Essential |
|  | Essential |
| Ability to work effectively in multi-disciplinary system | Essential |
| Ability to work jointly across the service and with other agencies | Essential |
| Ability to communicate openly and honestly with children, parents and carers | Essential |
| Ability to maintain up-to-date accurate information using IT database | Essential |
| Ability to work as a member of a team | Essential |
| Ability to communicate effectively in writing and produce good quality reports | Essential |
| Able to present information to public and groups | Essential |
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| 1. **Key knowledge** |  |
| Extensive knowledge and understanding of the legislative, political and social policy context of children’s services | Essential |
| Extensive knowledge and understanding of the theories which underpin social work practice and their impact on and relationship to evidence-based social work practice | Essential |
| An extensive knowledge and understanding of children Electronic case file Management Systems | Essential |
| Understanding of theory of child development | Essential |
| Understanding of theory of communication with children and families | Essential |
| Understanding of Children Act 1989 and 2004, Children and Adoption Act 2002, Working Together, child care law and wider legal basis for Social Work intervention | Essential |
| Understanding of counselling theory | Essential |
| Knowledge and understanding of child protection procedures | Essential |
| Understanding of anti-discriminatory practice | Essential |
| Family functioning and dysfunction | Essential |
| An understanding of the role of performance management, competency-based assessment and quality assurance in ensuring the social work service maintains a high quality of service delivery to its customers | Essential |
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| 1. **Key aptitude and personal qualities** |  |
| Ability to be non-judgemental | Essential |
| Aware of self and own values | Essential |
| Ability to be assertive | Essential |
| Self-confidence and personal resilience | Essential |
| Clarity of thought | Essential |
| Ability to seek out and develop own learning  Developing others – communicate to others | Essential |
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| **For information:** | |
| **Category** | |
| (E) essential requirement without which the candidate would be unable to carry out the duties of the post | |
| (D) desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc. | |