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| **Department** | **Children’s Services** |
| **Job Title** | Independent Reviewing Officer |
| **Grade** | Grade J |
| **Primary Purpose of Job** | The provision of an effective service to Children in Need; Children subjects of child protection plans; pathway plans and Looked After Children. |
| **Reporting To** | Team Leader – Conference and Reviews |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| **1** | To develop and manage your own resources |
| **2** | To work within multi-disciplinary and multi-organisational teams, networks and systems |
| **3** | To manage, present and share information, records and reports to support decision making |
| **4** | To lead, chair and facilitate meetings |
| **5** | To implement, and monitor compliance with, quality assurance systems |
| **6** | To provide leadership in own area of responsibility |
| **7** | To prepare, produce, implement and evaluate plans with individuals, families, carers and professional colleagues |
| **8** | To prepare for and participate in decision-making forums |
| **9** | To work within agreed standards of social work practice and ensure own professional development |
| **10** | To work within agreed standards of social work practice and ensure own professional development |
| **11** | To monitor and solve customer service problems |
| **12** | To manage, organise, support and maintain the use of information technology systems and software. |
| **Date Job Description prepared/updated:**  | **February 2020** |
| **Job Description prepared by:** | **Steve Harley Interim HOS** |



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| **Department** | **Children’s Services** |
| **Job Title** | **Independent Reviewing Officer** |
| **Stage One** | Disabled candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1 | To be able to develop and manage your own time and resources, and review your performance, to meet agreed objectives. | Application |
| 2 | To have the ability to develop and maintain effective working relationships and contribute to identifying and agreeing goals and objectives of teams and evaluate their effectiveness | Interview |
| 3 | To be able to analyse data and identify issues to influence decision making. | Application/Interview |
| 4 | To demonstrate the ability to chair, lead and facilitate meetings. | Application/Interview/ presentation |
| 5 | To demonstrate the ability to ensure compliance with the law in key areas such as Children and Families Act 2014, Adoption and Children Act 2002, Care Planning, placement and review and other relevant statutory child care guidance and legislation. | Application/Interview |
| 6 | To use influencing skills to negotiate appropriate decision making outcomes for service managers to comply with relevant legislation and improve the service. | Interview/presentation |
| 7 | To be able to provide direction, motivate and support people to achieve the vision and objectives for the area of your responsibility | Application |
| 8 | To have the ability to prepare, produce, implement and evaluate plans with others and revise plans to meet changing needs and circumstances | Interview |
| 9 | To be able to prepare for, participate in, and enable others to be involved in decision making forums. | Application/Interview/ presentation |
| 10 | To have the ability to work within the principles and values underpinning social work practice. | Application/Interview |
| 11 | To be able to identify, monitor and solve customer service problems and take action to avoid and prevent the repetition of problems | Interview |
| 12 | To have the ability to manage, organise, support and maintain the use of information technology systems and software. | Interview |
| 13 | The ability to work with multi agency groups and have an understanding of there working practices | Interview |
| 14 | Ability to independently listen and review children/young people’s views of the plans to be implemented for them. | Interview/presentation |
| 1. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Social Work Degree/DipSW/CQSW or equivalent Minimum 5 years’ post qualification experience within a childcare setting | Application Form/Interview |
| 2. | Experience of working at a supervisory level | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form/Interview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Interview |
| 4. | Registered with Social Work England | Proof of Registration |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge - none** |
| **2. Experience/Qualifications/Training etc - none** |

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| **Date Person Specification prepared/updated** | **February 2020** |
| **Person Specification prepared by** | **Steve Harley Interim HOS** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





