Bury Council

Job Description

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| Post Title: Independent Reviewing Officer (Child Protection and Childcare) | | | |
| Department:  Children, Young People and Culture | | Establishment/Post No: | |
| Division/Section: Social Care | | Post Grade: 14 | |
| Location: To work primarily at 18/20 St Mary’s Place, Bury but must be prepared to work at any of the Authority’s fieldwork establishments | | Post Hours: 37 hours | |
| Special Conditions of Service:  Car User Allowance  Work outside normal office hours will be required from time to time | | | |
| Purpose and Objectives of Post:  1. To provide an independent chairing service for multi-agency and departmental meetings in matters relating to Child Protection, Looked after Children, Private Fostering, Child sexual exploitation & missing from home.  2. To facilitate inter-agency and departmental working in relation to Child Protection and Looked after Children through effective communication with all relevant agencies.  3. To promote and monitor adherence to the Child Protection procedures and the statutory requirements for Looked after Children to enable a consistent and high quality service to children and their families who are receiving services from the Department.  4. To undertake regular themed department audits and quality assurance of social care case work and provide learning feedback to practitioners on outcomes to improve quality of service delivery. | | | |
| Accountable to: Assistant Director of Social Care | | | |
| Immediately Responsible to: Team Manager, Safeguarding and QA Unit | | | |
| Immediately Responsible for: N/A | | | |
| Relationships (Internal and External):  Internal   1. Members of Children’s Services 2. Members of other Departments   External   1. Children & young people 2. Members of the public 3. Relevant officers of other agencies and local authorities 4. Other appropriate professional bodies and voluntary agencies | | | |
| Control of Resources: Health & Safety – to comply with health & safety legislation as defined in the department. | | | |
| Duties/Responsibilities:  1. To arrange and chair Child Protection & Child Sexual Exploitation case conferences, Looked after Childrens reviews, Private Fostering reviews & occasional Child in Need reviews within required timescales in a structured way ensuring relevant, effective contributions by all members. 2. To chair strategy meetings for child sexual exploitation & children missing from home in accordance with the BSCB & the Authority TRI-X procedures. 3. To maintain a focus on the child and ensure that the child’s views, where appropriate, are taken into account and enable parents to contribute effectively to the meeting or ensure their views are presented if not present. 4. In respect of Child Protection, to agree the need for the initial conference via a duty rota consultation service, to advise on the requirements for registration and to obtain a decision about registration on the basis of discussion and agreement. To make the final decision about registration when no consensus can be reached. 5. To ensure that Child Protection conferences appoint a key worker for registered children, identifies core groups, defines the parameters of the Child Protection plan and identifies the nature and extent of the core group assessment and multi-agency working of the child protection plan and update for review conferences. 6. To cover on occasions, a duty system for the LADO and to chair strategy meetings undertaken within professional abuse procedures. 7. To identify the need for, to participate and contribute to, departmental and inter-agency training programmes on matters relating to Child Protection and Looked after Children & all relevant identified training programmes. To contribute to or lead appropriate training events in order that the level of skill and knowledge in all agencies, groups or organisations may be enhanced. 8. To constantly monitor and evaluate the quality, effectiveness and efficiency of the reviewing service and individual care plans in conjunction with service users, relatives, key workers and relevant others to ensure all legal and practice guidelines are adhered to. 9. To provide professional procedural advice to staff in Children’s Services and other agencies involved in childcare issues to ensure good decision making on the basis of sound professional judgements and conformity with Bury’s Safeguarding Procedures and statutory requirements. 10. To work with colleagues in the unit in contributing to business planning and developments of quality standards. 11. To implement quality assurance systems so that standards of service can be monitored; and to contribute to any necessary practice improvement. 12. To advise on the need for, and to contribute to, the development and implementation of policies, procedures and practice so that the arrangements for Child Protection and Looked after Children properly reflect changes in legislation, government regulations and guidance, inquiry and review recommendations and research findings. 13. To collate information on resource shortfalls which become evident during Child Protection conferences and childcare reviews in order to contribute to the equitable and effective planning and distribution of resources. 14. To ensure that appropriate information is supplied to maintain an accurate list of children subject to a child protection plan and Looked after Children database with information being circulated to all interested parties. 15. To work with the CLA and Child Protection administrative staff to ensure that the office functions efficiently in order to meet the timescales for meetings and reports and the availability of advice and guidance to departmental and inter-agency staff. 16. To undertake regular themed department audits and quality assurance of social care case work and provide learning feedback to practitioners on outcomes to improve quality of service delivery. 17. To provide cover and maintain specific tasks in the Manager’s absence, i.e. working groups, multi agency forums etc. 18. To attend supervision and appraisal meetings as required and accept advice as appropriate. 19. To advise the manager and any other relevant senior managers on matters which require their attention. 20. Any other duties of an equal nature appropriate to the post as may be determined by the Chief Officer (see paragraph 203 of Supplemental Conditions of Service) 21. To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.   Safeguarding:  As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  Equality Diversity and Inclusion:  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.    Health and Safety:  The post holder is responsible for Employees Duties as specified within the Council’s Health and Safety Policies.  Health and Wellbeing:  As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.  (See paragraph 203 of Supplemental Conditions of Service). | | | |
| Job Description  prepared by: | Sign: | | Date: |
| Agreed correct  by Postholder: | Sign: | | Date: |
| Agreed correct by  Supervisor/Manager: | Sign: | | Date: |