



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Independent Reviewing Officer /CP Chair
Grade:	P02
Directorate:	People
Department:	Children's Safeguarding
Responsible to:	Safeguarding QA Manager

Purpose of the Job:

Contribute to the development and quality assurance of service standards for Looked After Children and children subject to Child Protection Plans.

Support the Head of Service and Safeguarding QA manager in maintaining systems and processes that ensure reviews of Looked After Children and Child Protection Conferences are completed within statutory timescales and to high standards.

Chair Reviews of Looked After Children and Child Protection Conferences

Main Responsibilities:

1. To undertake the role of Independent Reviewing Officer in accordance with statutory guidance and Rutland's Children Services quality standards.
2. To chair Child Protection Conferences ensuring that they meet defined quality standards. Ensure that conferences and Looked After Children review meetings are timely and conducted to a high standard. Ensure the effective participation of children, young people, their parents and wider families.
3. To work in conjunction with operational managers and all other staff to ensure that child protection and Looked After Children systems are fully and effectively implemented within the service.
4. To represent Rutland's Children Social Care service with partner agencies to enable effective inter agency working, collaboration and information exchange.
5. To contribute to the collation, analysis and production of service reports, plans and other data reports as required, to influence service strategy, planning and development in the delivery of services to children and families.



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6. To deliver or commission training and awareness raising for social care and staff from other agencies on safeguarding issues and wider safeguarding matters.
7. To develop, quality assure and apply effective policies and practices for Looked After Children and children subject to Child Protection Plans in conjunction with Heads of Service, Service Managers and Team Managers to ensure that all children in Rutland are safeguarded.
8. To work with senior managers to ensure that quality standards are met in relation to staff performance. This will include other updates in legislation, government guidance and research to ensure they are able to apply all up-to-date practices to children's social care.
9. To provide supervisory guidance to Social Workers working with Looked After Children and children subject to Child Protection plans.
10. To ensure that social care electronic systems and databases are accurately updated and maintained with records of Child Protection Conferences and Looked After Children reviews.
11. To ensure that the statutory and Council delegated roles in relation to Independent Review and Child Protection Conferences are carried out in compliance with Council Policy, Council's Standing Orders and Financial Regulations.
12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

No direct budget responsibility.

No direct staff responsibility but provides guidance and supervision to Social Workers in the management of Looked After Children and children subject to Child Protection plans.

STANDARD CLAUSES

1. Training

You will keep under review your own training and developmental needs and



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keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

2. Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

3. Equal Opportunities

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

4. Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

5. Financial Management

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

6. Technology

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

7. Risk Management Responsibility

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

8. Environment

You will familiarise yourself and work in accordance with the County Council's



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environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

9. Other duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS

Essential	Method of Assessment *
Educated to degree level standard (eg. Diploma in Social Work or equivalent)	A/D
HCPC registered	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Substantial experience of working with Looked After Children including legal proceedings.	A/I
Extensive knowledge and understanding of legislation and guidance particularly relating to looked after children and safeguarding. i.e Children Act 2004, Working Together to Safeguard Children 2010	A/I
Experience and skill in using the Signs of Safety assessment framework	A/I
Knowledge of quality assurance processes, performance management and continuous improvement framework	A/I
Knowledge of inspection frameworks and the role of quality assurance functions in preparation for inspections	A/I
Supervisory experience	A/I
Experience of chairing Child Protection Conferences	A/I

Desirable	Method of Assessment *
An understanding of the role of Family Group Conferences.	A/I
Experience of presenting complex data to a variety of audiences	A



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in such a way that the audience would understand	
Experience of developing and managing policies and procedures.	A
Experience of using Liquid Logic Social Care Management System	A

SKILLS

Essential	Method of Assessment *
Able to authoritatively to Chair key multi-agency meetings, ensuring that all agencies contribute appropriately.	A/I
High level verbal and written skills in order to effectively communicate with diverse audiences.	I
Able to work as part of a team to enable good outcomes for children and families	A/I
Able to manage conflict and disagreement effectively; manage relationships to deliver service improvement.	A/I
Able to involve young people, parents and carers in meetings and in decision making	A/I
Able to work within timescales, to organise own workload and to manage time effectively.	A/I
Knowledge of risk management processes and the ability to manage risk professionally (children) and organisationally (risk to staff/ resources/ inspection outcomes)	A/I
Ability to offer constructive challenge to practice both within the organisation and across agencies	A/I
Able to build effective relationships and partnerships with partner agencies, voluntary and private sector organisations.	A/I
Personal and professional credibility and a high level of probity and integrity.	A/I
Sufficient IT skills to work with spreadsheets, database and e – Mail	A/I/T



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Analytical skills in order to assess and interpret data for key reports.	A/I
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Desirable	Method of Assessment *
Able to design and deliver training	A/I/T

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

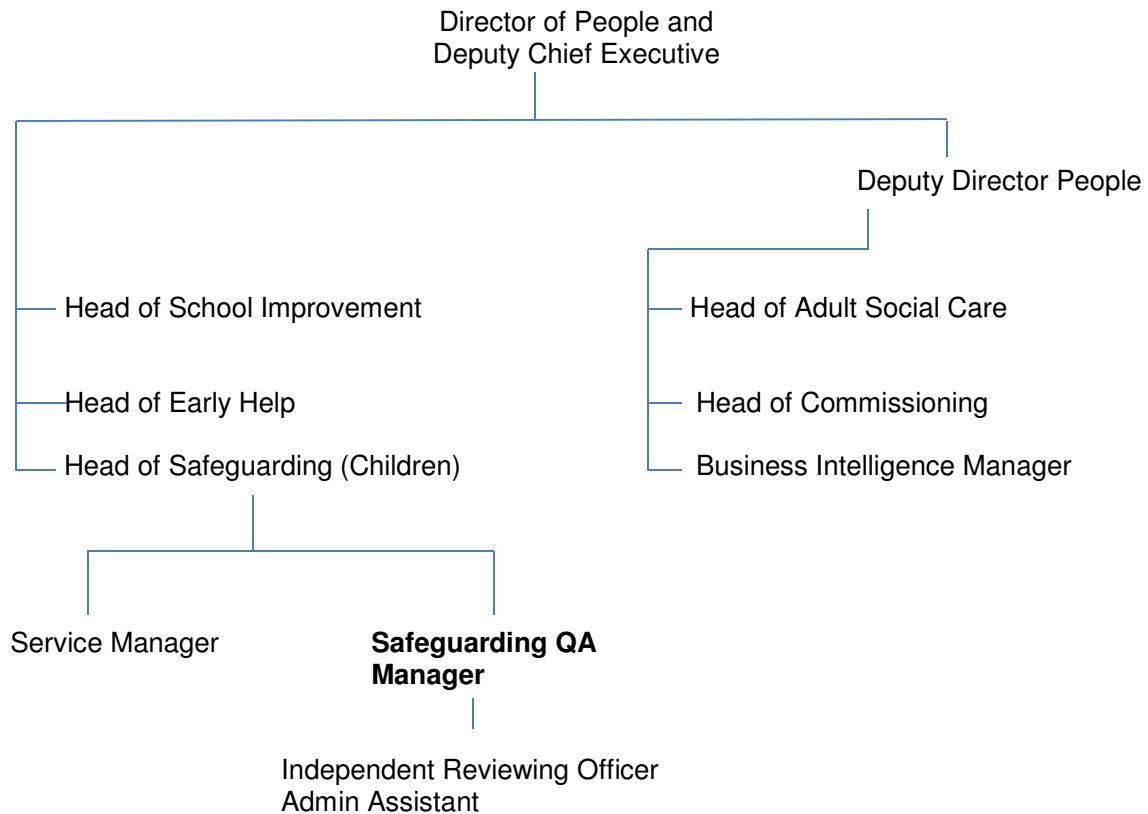
Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments often outside the working day.	I
Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	I

*** A = Application Form D = Documentary evidence I = Interview T = Test**



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STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
November 2016	New Job	Rebecca Wilshire – Head of Childrens Safeguarding