



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Independent Reviewing Officer /CP Chair
Grade:	P03
Directorate:	People
Department:	Children's Safeguarding
Responsible to:	Safeguarding QA Manager

Functions of the role:

1. Contribute to the development and quality assurance of service standards for Looked After Children and children subject to Child Protection Plans through:
 - Providing independent chairing of statutory reviews of Rutland children looked after
 - Co-ordinating the investigations of child protection allegations against professionals, including foster carers
 - Contributing to improved standards and outcomes for service users (children and their families) by giving consultation and expert advice on complex child protection cases and permanency planning to social workers, team managers and outside agencies
 - Conducting regular inspections of fieldwork services for children to ensure statutory requirements are met and by making recommendations for action
 - Contributing to policy and procedures development, training and workforce groups.
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. Escalate issues arising from the quality of social work practice and reports in CLA review and Child Protection conferences.
4. Rigorously monitor and track individual care and permanency planning and refer slippage in accordance with the Council's escalation process. Implement the alert procedure for Children Looked After as necessary.



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5. Chair multi-disciplinary mediation meetings and conflict resolution meetings involving families and professionals.
6. To undertake the statutory role of the Local Authority Designated Officer.
7. To provide supervisory guidance and expert consultation on all care planning and child protection matters to social workers, team managers and staff from other agencies.
8. 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. Ensure that written meetings and decision sheets of Child Protection conferences are produced within timescales.
9. Represent the service/Childrens Social care as required at meetings; contribute to multi disciplinary training, working parties and government fora as requested.

2. Behaviours and outcomes

1. Maintain professional independence from the line management of operational services and challenge practice when necessary.
2. Promote anti-discriminatory practice, equal access to resources, the understanding of difference and address equality issues for children looked after.
3. Provide sensitive intervention that respects families' rights whilst keeping the welfare of children paramount.
4. Understand and be sensitive to organisational culture and politics across and beyond RCC.
5. Be confident, professional, politically astute and customer focused in all interaction with internal and external customers, members and partners.
6. Respond to pressure and change – flexible and adaptable to sustain performance.
7. Build and manage relationships, share knowledge and skills to deliver shared goals.
8. Actively support new initiatives and try different ways of doing things.



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9. 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 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.



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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 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 in such a way that the audience would understand	A



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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

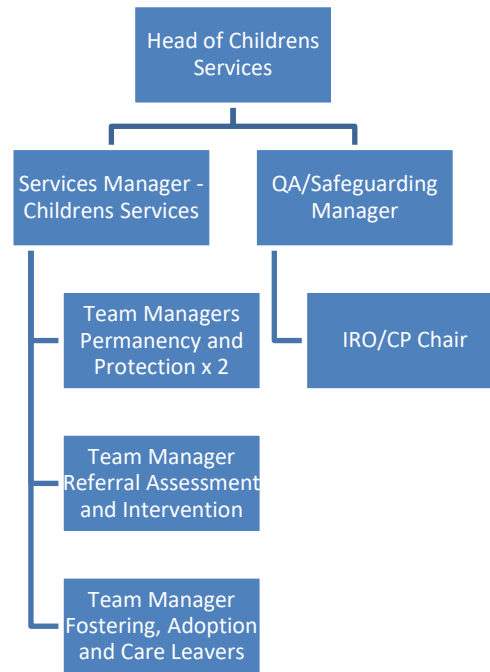
Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments often outside the working day.	I
Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	I

* 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)
December 2018	Yes – updated JD	Cathy Smith – Head of Children’s Services