

Job Description

Post Title: Independent Reviewing Team Manager A4642

Evaluation: 675 points **Grade: N11**

Responsible to: Service Manager CSSU

Responsible for: A team of Independent Reviewing Officers

Job Purpose: To ensure children within the CSSU's remit benefit from an effective and meaningful reviewing service in line with statutory expectations, guidance and best practice. This will be achieved by providing high quality line management support for a defined number for IROs, being the first point of contact for IROs requiring 'live' supervision or support, supporting team wide staff development and ensuring CSSU systems and practices remain fit for purpose.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Provide direct line management support for number of IROs within the service, delivering supervision on a 1-2-1 basis at a frequency of no less than once every 6 weeks and facilitate better practice groups at a frequency of not less than once every 2 months. Act as the first point of contact for IROs requiring 'live' supervision and support.
2. Support and complete the induction of new staff and develop existing staff through a programme of practice observations, audit and the use of performance data.
3. Support the functioning of key CSSU processes including procedures, the allocation of cases across the whole IRO team, the development of rotas for duty / Regulation 44 visits and the improvement of CSSU systems and processes including tools and guidance for children, families and carers.
4. Support the development of strong working relationships with social work teams and multi-agency partners.
5. Support the development and implementation of CSC's Quality Assurance Framework and provide assurance to senior managers regarding the standards of care and support provided to relevant children. Undertake audits and other quality assurance exercises, including case file audits relating to IRO practice.
6. Contributing to the CSSU Service Plan and Annual Report and wider policy development of Children's Social Care, Newcastle City Council and the Safeguarding Children Partnership. Ensure adherence to Newcastle City Council's policies and procedures and standards.

7. Approve requests for finance within the financial limits prescribed to the role, including the payment of travel costs for reviews outside of Newcastle and other costs associated with review meetings including the allocation of Independent Visitors, Independent Advocates and Independent Persons.
8. Support the Service Manager in maintaining financial oversight of externally commissioned contracts, including Independent Advocacy and Independent Visitors.
9. Attend and support the Regional IRO development Group.
10. To provide occasional cover for IROs where required.
11. To be a representative of Children's Social Care as appropriate at management and officer groups, in meetings with elected members and external organisations at local and national level, providing advice and information as required.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.