Childrens & Joint Commissiong Services

**JOB DESCRIPTION**

**JOB TITLE:** INDEPENDENT REVIEWING OFFICER

**DIVISION:** SAFEGUARDING AND SPECIALIST SERVICES

**GRADE:** BAND 13

**RESPONSIBLE TO:** HEAD OF QUALITY AND REVIEW

**POST REF NO:** SR-102144

**Purpose of Post**

To provide an effective independent reviewing service for the children of Hartlepool.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area and across the department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected members as appropriate.

* Director of Children Services
* Head of Business Units
* Team Managers
* Social Workers
* Family Resource Workers
* Schools
* Education staff
* Health Staff
* Work Force Development
* All Children Service Staff
* Staff from other LA and Government bodies
* Children, Parents, Carers and Voluntary Sector

**Main Duties and Responsibilities**

1. To ensure that statutory, policy and procedural requirements are met in relation to child protection conferences and Looked After Children reviews including compliance with the Independent Reviewing Officer Handbook.

2. To be responsible for ongoing chairing and follow-up of Initial Child Protection and Review conferences

3. To be responsible for chairing and follow-up of Looked After Children Reviews including tracking recommendations and appropriate challenge to progress plans.

4. To be responsible for chairing and follow up of Foster carer reviews

5. To be responsible for chairing and follow up of Disruption meetings.

6. To be responsible for chairing and follow up of Secure Unit reviews.

7. To offer consultation to Children Services staff and staff of other agencies on issues of Child Protection and all matters relating to Child Care.

8. To contribute to the establishment of quality standards within Child Protection and the Children looked after service

9. In co-operation with other members of the Quality and Review Service undertake practice and service developments in respect of children’s services.

10. To contribute to the monitoring and evaluation of the Departmental performance in children’s services, including the production and analysis of information on activity as a Reviewing Officer

11. To undertake work regionally as directed by the Head of Quality and Review.

12. To advise the Head of Quality and Review in issues of practice and policy.

13. To contribute to training in respect of child protection/Looked after children.

14. Any other duties of a related nature that might be required and allocated by the Head of Safeguarding and Review.

## Developments

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**