

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Independent Review & Workforce Development	
JOB TITLE: Independent Reviewing Officer			
GRADE: N			
REPORTING TO: Independent Review Unit Manager			
1.	JOB SUMMARY: To independently review a range of departmental and inter-agency plans and services within statutory Child Protection, Looked After and Care Leaver's systems within defined timescales, ensuring that appropriate actions are identified and accurately recorded. The post holder will develop and maintain a range of quality assurance systems as defined in departmental policies and procedures and government guidance. To monitor and evaluate standards at individual, team and wider service area level to ensure overall service quality and performance is maintained to a high standard. To ensure that all children have a voice and that their plans are meaningful and contribute to their safety and well-being.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
		To ensure the effective review of Children's Services to a specific group of clients, as defined by the Independent Review Manager, and act as an independent chair in complex planning meetings, initiating the dispute resolution process where necessary. This includes: <ul style="list-style-type: none">• Child Protection Conferences	
	1.	<ul style="list-style-type: none">• Looked After Reviews• The Review of children who are in an adoptive placement prior to an Adoption Order being made• Review of Children in short term breaks• Pathway Plan reviews• Foster Care Annual Reviews	

		<ul style="list-style-type: none"> Secure Accommodation Reviews
	2.	Promote the involvement and participation of children and young people, parents and carers in planning and decision making.
	3.	In line with the national IRO Guidance, monitor Care Plans and challenge, where appropriate, any issue, such as drift or identified gaps in service provision
	4.	To provide specialist advice, vision and leadership to Social Workers, Team Managers, Partner agencies and other professionals across statutory and non-statutory services.
	5.	To assist the team manager with work allocation, target and performance setting and maintaining of systems to quality assure services to young people.
	6	To be responsible for monitoring performance and activity as part of the wider service area by undertaking a range of audits and reviews of practice.
	7	Contribute to the work of the Local Safeguarding Children's Board and its sub groups, and provide reports as directed.
	8	Promote professional development and quality, and lead on evidence based practice through group/individual/ supervision and the development and delivery of training.
	9	To deputise in the absence of the Team Manager, allocating work and supervising staff as directed.
	10	To contribute to the planning and development of services and multi-agency policies / procedures.
	11	All employees are expected to demonstrate a commitment to the principles of equal rights and diversity both in relation to employment issues and service delivery and to adhere to the policies in the performance of their duties.
	12	To take reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	13	To work from any location within the Borough, according to the needs of the service.
	14	To enhance the departments image within the authority by promoting awareness of services and achievements.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Independent Reviewing Officer	Grade N
Directorate / Service Area	Children's Services	Independent Review & Workforce Development
Post Ref:	POS003934	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Final Professional Qualification e.g. Degree in SW / Dip SW / CQSW / CSS. • Registered with Social Work England 	<ul style="list-style-type: none"> • Education to Degree level or equivalent • Management Qualification e.g. DMS / MBA – NVQ4 / 5 • Post Qualifying award in child protection, PQ, MA etc. 	Application form
Experience	<ul style="list-style-type: none"> • Suitably qualified and experienced with some managerial / supervisory experience such as Team Manager / Practice Teaching • Substantial post qualifying experience of Child Protection and LAC work in accordance with the IRO handbook. • Experience of performance indicators and monitoring performance • Experience of monitoring situations of a complex legal / professional nature • Experience of a range of inter-agency planning and joint working situations • Experience of undertaking quality assurance and audit 	<ul style="list-style-type: none"> • Experience of operating management systems including benchmarking • Experience of chairing Child Protection Conferences, Looked After Children reviews and other complex meetings • Experience of the development of performance indicators related to quality standards • Experience of representing the department externally. • Experience of working in a corporate and political context • Experience of developing and delivering training 	Application / Interview

	activity using performance frameworks. <ul style="list-style-type: none"> • Knowledge of Legal framework and multi-agency procedures • Knowledge of best practice • Risk Management within a safeguarding context 		
Knowledge & Skills	<ul style="list-style-type: none"> • Communication skills • Negotiation skills • Setting and monitoring quality standards • Excellent written, oral and communication skills • Ability to communicate effectively both within and between organisations • Ability to chair multi-disciplinary meetings and maximise involvement of agencies and service users in the planning and review process • Ability to make decisions using sound professional judgement • Ability to challenge where appropriate 	<ul style="list-style-type: none"> • Knowledge of information systems and information technology applications 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Inter-agency collaboration • Customer service orientation • Team player with positive approach to change and service development 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Availability to work flexibly as necessary outside office hours. 		

Person Specification dated: **March 2021**

