

Rutland County Council

Job Description

Job Title:	Independent Reviewing Officer / CP Chair
Grade:	P03
Department:	People
Team:	Children's Safeguarding
Line Manager:	Safeguarding QA Manager

Purpose of the Job:

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

Key responsibilities:

1. Providing independent chairing of statutory reviews of Rutland children looked after
2. Co-ordinating the investigations of child protection allegations against professionals, including foster carers
3. 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
4. Conducting regular inspections of fieldwork services for children to ensure statutory requirements are met and by making recommendations for action
5. Contributing to policy and procedures development, training and workforce groups.
6. 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
7. 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
8. 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
9. Chair multi-disciplinary mediation meetings and conflict resolution meetings involving families and professionals
10. To undertake the statutory role of the Local Authority Designated Officer



11. 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
12. 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
13. Represent the service/Childrens Social care as required at meetings; contribute to multi disciplinary training, working parties and government fora as requested
14. 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.

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.
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.

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.

Person Specification

Qualifications

Educated to degree level standard (e.g. Diploma in Social Work or equivalent)

HCPC registered

Experience

Substantial experience of working with Looked After Children including legal proceedings.



Experience and skill in using the Signs of Safety assessment framework

Supervisory experience

Experience of chairing Child Protection Conferences

An understanding of the role of Family Group Conferences

Experience of presenting complex data to a variety of audiences

Experience of developing and managing policies and procedures

Experience of using Liquid Logic Social Care Management System

Knowledge

Knowledge of quality assurance processes, performance management and continuous improvement framework

Knowledge of inspection frameworks and the role of quality assurance functions in preparation for inspections

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

Skills

Able to authoritatively Chair key multi-agency meetings, ensuring that all agencies contribute appropriately.

High level verbal and written skills in order to effectively communicate with diverse audiences.

Able to work as part of a team to enable good outcomes for children and families

Able to manage conflict and disagreement effectively; manage relationships to deliver service improvement.

Able to involve young people, parents and carers in meetings and in decision making

Able to work within timescales, to organise own workload and to manage time effectively.

Knowledge of risk management processes and the ability to manage risk professionally (children) and organisationally (risk to staff/ resources/ inspection outcomes)



Ability to offer constructive challenge to practice both within the organisation and across agencies

Able to build effective relationships and partnerships with partner agencies, voluntary and private sector organisations

Personal and professional credibility and a high level of probity and integrity

Sufficient IT skills to work with spreadsheets, database and e-mail

Analytical skills in order to assess and interpret data for key reports

Able to design and deliver training

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice

Values

Flexible in working patterns to fulfil commitments often outside the working day

Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.

