

**-London Borough of Bexley**

**Job Reference: ECS0000247**

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## **Job Description**

**Management group: Children's Social Care and Education**

**Department: Independent Review and Conferencing Service**

**Job title: Independent Reviewing Officer Children Service (SCS)**

## **Main Purpose of Job**

- The role of the IRO is to chair statutory review meetings for children who become Looked After in accordance with the IRO Handbook Regulations (2010).
- The post-holder will hold a caseload of children as the named IRO in line with the statutory regulations, they will be expected to attend meetings for their allocated children when possible
- Constructively challenge actions and interventions that are not delivering the required outcomes for children and young people
- Contribute to the auditing of care plans and other themed audits relating to looked after children; facilitate training and provide advice and consultation both internally or with our external colleagues in health and education

## **Principal Accountabilities**

### Direction

1. To provide consistent standards in the chairing of Looked After Reviews and the monitoring of Looked After Children's Care Plans, ensuring the voice of the child is the focus of the review process
2. To develop effective liaison with Children's Social Work Teams.

### Implementation

3. To promote the participation of children and their family in care planning and service development.
4. To develop consistency of practice and interpretation in the implementation of child care and safeguarding procedures.
5. To provide specialised professional support and advice to departmental staff and other agencies in work relating looked after children.
6. Support the continual development of children's social care services by actively contributing to quality assurance activity and the implementation of new statutory requirements and guidance, as well as sharing learning from evidence-based practice and reviews in relation to looked after children issues.

7. To act as a point of liaison in relation to other agencies to ensure that a multi-disciplinary approach is maintained in respect of children's welfare involved in the looked after children's journey through care.
8. Chair and manage looked after reviews and held under looked after children procedures as directed by the Service Manager.
9. To ensure good practice arises from reviews in respect of child care planning.
10. Establish links with all relevant social work staff/ teams and effective lines of communication.
11. Liaise with other agencies as necessary to facilitate the development of standards and practice in work relating to child care planning.
12. Keep abreast of research and developments in work relating to safeguarding children and looked after children to inform relevant professionals.
13. Assist the Service Manager (SCS) through audit activity and analysis in identifying trends in looked after children in Bexley. To identify service strengths and weaknesses and contribute to the Service Improvement Plan.
14. Support practice development and provide support across any areas of PSQA service as required and identified by Service Manager.
15. To ensure compliance with statutory obligations towards looked after children, safeguarding children and children in need arising from DfE regulations and guidance.

#### Organisational control and development

Contribute towards the development of good practice guide for social workers, in relation to looked after children.

Undertake specific investigations where need for independent worker is identified as determined by senior managers.

Identify training needs and contribute to multi- disciplinary training.

Assist the Service Manager (SCS) in co-ordination, and monitoring of children looked after by the authority.

Assist the Service Manager (SCS) in ensuring looked after reviews are held within timescales

#### Personal effectiveness

To deal promptly with all matters requiring the post holders personal attention

To be fully conversant with relevant statutory provisions and the council's constitution, processes and procedures: to develop the full range of managerial and professional skills and knowledge to satisfy the requirements of the post.

To establish and develop effective working relationships and productive partnerships with all the relevant partners and stakeholders as required to facilitate the development of standards and practice in work relating to looked after children .

All staff working in the department have a responsibility for promoting and supporting the councils policies and procedures for safeguarding. You should ensure that you carry out your duties in a way that ensures the safeguarding and welfare of service users.

## Person Specification

**Management Group: Education and Social Care**

**Department: Professional Standards and Quality**

**Job Title: Social Worker - Independent Reviewing Officer**

| <b>SELECTION CRITERIA</b>   | <b>ESSENTIAL/<br/>DESIRABLE<br/>(E/D)</b>             | <b>METHOD OF<br/>ASSESSMENT<br/>(see key )</b>   |
|---|---|--|
| <p><b>(a) <u>Education and Formal Training</u></b></p> <p>Relevant social worker degree e.g. DipSW or CQSW or Degree in social work</p> <p>HCPC Registration</p> <p><b>Level 2</b> -Studying towards PQI or full PQ award or prepared to work towards qualification / <b>Level 3</b> - Practice Assessor Qualified</p> <p>Proficient in IT systems or programmes e.g. Liquid Logic or similar social care ICT systems</p> <p>Educated to good standard in the English language written and oral</p>   | <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>          | <p>Application (A)</p> <p>Application (A)</p> <p>Application (A)</p> <p>Application (A)</p> <p>Application (A)</p> |
| <p><b>(b) <u>Relevant Technical Experience and Knowledge</u></b></p> <p>Monitor individual care plans by checking that they meet the needs of the client; provide feedback to social workers and managers which identifies opportunities for improvement and highlights good practice.</p> <p>Undertake audit activity on a service by service basis to monitor processes and identify opportunities for improvement.</p> <p>Ensure that processes meet the standards required by legislation and government guidance, departmental policies, council policies, interagency legislation and government guidance, departmental policies, council policies, interagency procedures.</p> <p>Collect, collate and analyse information to inform service planning and resource management.</p> <p>Ensure that clients, relatives and carers are appropriately informed of procedures and processes and are supported and encouraged to make full and active contributions to meetings and case conferences.</p> <p>Promote fair access to services by challenging discrimination and</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |  |

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| <p>oppression.</p> <p>Provide guidance to internal and external agency workers and to members of the public in relation to service policies and procedures.</p> <p>Contribute to staff development through activities such as presentations, training sessions, discussion groups, mentoring.</p> <p>Maintain and update records in accordance with departmental policies, write reports as required.</p> <p>At least three years experience of statutory child care/child protection work</p> <p>Good theoretical knowledge of child care practice and ability to relate theory to practice</p> <p>Knowledge and understanding of the multi-disciplinary context in which the needs of Looked After Children, safeguarding children and children in need are met.</p> <p>Experience of chairing formal meetings with one or more external agency or Group</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |  |
| <p><b>(c) <u>Skills and Abilities (Essential)</u></b></p> <p>Able to demonstrate relevant capabilities against the Social Work PCF at the appropriate level</p> <p><u>English Language Requirements for Public Sector Workers:</u></p> <ul style="list-style-type: none"> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.</li> <li>• Ability to listen to customers and understand their needs.</li> <li>• Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.</li> </ul>   | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>                   |  |

Your application will be assessed against this criteria at the shortlisting stage and where indicated at the final selection stage.

## High Performance Indicators

| <b>Post Title: Independent Reviewing Officer</b> |  | <b>Grade: TMI</b>  |
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| <b>Values</b>                                    | <b>Behaviours for staff</b>  | <b>Behaviours for managers</b>   |
| <b>Innovation</b>                                | <p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p> | <p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p> |
| <b>Leadership</b>                                | <p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>  | <p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>   |
| <b>Partnership</b>                               | <p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>      | <p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>  |
| <b>Listening and Responding</b>                  | <p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>                 | <p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>                      |

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| <p><b>Open and Accessible</b></p> | <p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>  | <p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations</p> |
| <p><b>Impact</b></p>              | <p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence</p> | <p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>     |