



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Independent Reviewing Officer	<b>Role Profile Number:</b> SO1282 v2
<b>Grade:</b> S <b>Salary:</b>	<b>Date Prepared:</b> September 2019
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Team Manager – Conference and Review
<b>Structure Chart attached:</b>	<b>Yes</b>

### **Job Purpose**

The primary response of the Child Protection Chair and Independent Reviewing Officer is to ensure that the statutory functions required within Child Protection Conferences and Child Looked After Reviews are delivered in a robust way, that a high quality service is delivered and that there is adequate, monitoring and development to drive service improvement.

### **Key Accountabilities**

- To ensure that children/young people are consulted and participate in their looked after children reviews, conferences and meetings
- To ensure that children's rights are adequately addressed
- Chair multi-agency looked after children reviews and child protection conferences ensuring that statutory processes/procedures are followed.
- To chair other meetings as and when required such as complex strategy meetings in defined circumstances.
- To ensure that the minutes and records of meetings are accurate, meet statutory and legal requirements and are available and distributed within the required timescales.
- To undertake management reviews of individual cases as and when required and to audit cases on themes identified to ensure quality and safety or practice.
- To provide independent and professional leadership around practice matters and provide advice to staff.
- To ensure duties are undertaken in a manner that promotes and values diversity and anti-discriminatory practice.

- To be responsible for the decision making at conferences and reviews ensuring that there is a framework for reviewing compliance with the plans made.
- To cover the LADO function, as required.
- To challenge service decisions where necessary to fulfil an agreed care plan and to use statutory powers to escalate to senior management and external bodies where appropriate.
- To build and maintain relationships with key partners to improve outcomes for children.
- To create and maintain links with Social Work Team Managers and Assistant Team Managers in order to improve standards for children in care and children in need of protection and children in need.
- To develop, maintain and comply with efficient and effective systems to ensure compliance with procedures and recording systems.
- Undertake the required monitoring of processes within required timescales.
- To deliver training to a variety of audiences.
- To be an active member of the Quality Assurance and Review Service, contributing to service development and planning.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- 5 years post qualifying experience.
- Experience of chairing complex meetings.
- Experience of managing complex Child Protection and Children Looked After work.
- Supervisory and management experience.
- Expert knowledge of current and relevant child care legislation, guidance and procedures.
- Skills and experience in communicating with children and young people.
- Ability to assess risks and protective factors.
- Ability to monitor, analyse and interpret information including quantitative and qualitative.
- Ability to resolve conflict and negotiate effectively.
- Experience of working in partnership with families.
- Experience of multi-agency working.
- Experienced in report writing and maintaining appropriate records.
- Evidence of continuing professional development.

### **Qualifications**

- Diploma in Social Work, CQSW, CSS or equivalent.
- Registration with HCPC.

### **Decision Making**

- The position requires close compliance with Child Protection Procedures and the IRO handbook. IROs are called on to advise professionals across all agencies on procedures and practice in relation to Child Protection and Children Looked After. When chairing Child Protection Conferences, CPC's are expected to lead, guide and challenge multi-agency decision making in relation to the safety and protection of children.
- IRO's must have the independence to challenge staff at all levels of the local authority about the care offered to children looked after and to challenge the authority if they believe the authority may be in breach of that child's human rights.
- The IROs primary focus is to quality assure the care planning and review process for each child

**Creativity and Innovation**

- The position requires the CPC to work within agreed procedures and practice. However, when it comes to planning with children, the chair will need to think creatively about how to meet the needs of child, i.e. when the Care Plan has not been successful in a meeting a child's needs. The IRO also needs to be prepared to challenge practice and question existing practice and established ways of working.

<p><b><u>Job Scope</u></b></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes/No</p> <p>.</p>
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**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Social Work Team Managers, Social Work Assistant Team Managers, Social Workers on individual cases and quality assurance issues.
- *Presentations and provision of training to wide and varied audiences*
- *Stakeholders and partner organisations including health education, CAFCAS, Police.*
- *Senior Managers across the authority.*

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	