

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Independent Reviewing Officer/Child Protection Chair
Salary:	£50,884 - £53,936 per annum
Grade:	15
Hours:	37
Team:	Quality Assurance Team
Service Area:	Children's Services
Primary Location:	Abbey House, Abbey Close, Abingdon OX14 3JD
Budget responsibility:	N/A
Responsible to:	Service Manager-Quality Assurance (Safeguarding and Children We Care For)
Responsible for:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

1. To convene and chair Children We Care For reviews and to chair Child Protection Conferences as required by the demands of the service. To review, and to monitor children,'s records on an ongoing basis;
2. To ensure 'best practice', rigour and outstanding care and safety planning for Oxfordshire children;
3. To assure the quality of practice within the department. To monitor the performance of the Local Authority's function as a 'corporate parent' and identify and challenge areas of poor practice and recognise and promote best practice;
4. To monitor, facilitate and promote strong inter-agency working, communication and multi-agency care and safety Planning;
5. To manage administrative and IT information processes as required;
6. To carry out a range of quality assurance activities, including case auditing;
7. To investigate cases which are cause for concern, to include the chairing of disruption meetings, and to provide written reports on areas for concern, and guidance for future learning;

8. To provide a specialist consultancy and advice service to staff of the department and other agencies;
9. To contribute and drive the development of policy and best practice to service planning and to service planning and development;
10. To contribute to, and facilitate and deliver specialist departmental and inter-agency training programmes and tools;
11. To drive and facilitate the department in developing strong, safe, effective and transparent relationships with other agencies and wider community networks;
12. To ensure that services are planned and delivered in a way that maximises participation and reflects children's rights in relation to the services being provided;
13. To promote the voice of children and young people and demonstrate children's rights and the child's voice are heard and reflected in all work with children and young people.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

MAIN DUTIES:

- 1) **To act as an Independent Reviewing Officer, on behalf of the Directorate for Children We Care For and to act as Child Protection Chair for child protection conferences and ensure:**
 - a) That legal/statutory and procedural requirements are adhered to;
 - b) To ensure the voice of the child is promoted and ensure all plans are SMART and based on detailed and informed assessment, are up to date, effective and provide a real and genuine response to each child's needs;
 - c) That the degree of risk and the relevant needs of the child and the family are identified and safeguarded;
 - d) That appropriate and high quality, cost effective and safe plans are developed using alternatives to the Child Protection and Children We care For systems where possible;
 - e) That reviews and conferences are managed effectively, safely and efficiently allowing all participants, including children and family members, to contribute and be heard, holding the child at the centre of all care and safety planning;
 - f) That appropriate decisions, SMART plans and recommendations are made maximising the family's ability to work cooperatively utilising the families own resources and wider family support services;
 - g) To provide high quality timely written reports and plans from reviews and conferences which are accessible both to families and partner agencies;

- h) Where a child's care is subject to court processes, to read all assessments that have informed the child's current legal status and be satisfied that the child's welfare continues to be promoted and safeguarded by this structure. Further, to maintain close communication and consultation with the child's appointed Guardian throughout care proceedings and identify any conflict of professional view at an early stage to prevent drift and delay;
- i) Where a child under 18 is remanded by the Courts, to ensure there is rigorous Looked After Child care planning in place as set out by the LASPO Act 2012.

2) To assure the quality of professional practice within the Department with a particular reference to the DFE Safeguarding and Looked After Children regulations and guidance and local guidance and procedures by:

- a) Ensuring that Case Planning Processes (eg Integrated Children's System, Assessment and Planning, Child Protection and Looked After Children procedures and documentation) are complied with;
- b) Routine collection and feedback to local teams and Service Managers of performance information, identifying areas for improvement and addressing these;
- c) Production of reports to managers and/or Safeguarding Children board on practice standards including recommendations and strategies for practice development;
- d) Challenging poor practice on both an individual and departmental basis and recognising and promoting good practice.

3) To monitor, develop and promote safe inter-agency working and communication by:

- a) The chairing of inter-agency reviews and Child Protection Conferences;
- b) Participating in, and delivering, interagency training programmes and tools;
- c) Providing specialist consultation, advice and guidance to other professionals.

4) To manage administrative and management information processes and personnel as required:

In conjunction with support staff and social workers to ensure:

- a) Appropriate practical arrangements are made for conferences and reviews, and that children, families and partner agencies are fully informed, consulted and advised as to the processes involved in advance;
- b) Updating relevant data bases as required;
- c) Completion of required management information procedures, including Quality Assurance documentation;
- d) A concise, high quality written record of the review/conference is completed in line with the guidance and circulated to partner agencies, children and families within prescribed timescales.

5) In addition to the above to carry out quality assurance activities as requested including:

- a) Periodic inspections of specified areas of work;

- b) Audits of specified activities;
- c) Audits of inter-agency working;
- d) Peer supervision and review of practice.

6) To provide a consultancy and advice service to staff of the directorate and other statutory and voluntary agencies by:

- a) Maintaining an up to date knowledge of current policies, procedures and local and national developments and research;
- b) Being mindful of possible conflicts arising from the role of Independent Reviewing Officer with other professionals' accountability to their Line Manager, organisation and service users.

This job description is not exhaustive. The postholder will be expected to adopt an adaptable attitude to the duties which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Professional social work qualification, registration with Social Work England and clear DBS disclosure	Application Documentation
Have a minimum of 5 years post qualification experience of working as a social worker in Children's statutory services	Application Interview
Experience of meaningful engagement with children, young people and families	Application Interview
Experience of team management, performance management, training and supervision of staff	Application Interview

Experience of chairing contentious or complex and challenging multi-agency meetings, including assessing needs and risks and formulating a plan	Application Interview Assessment Presentation
Excellent presentation, communication, ICT and written recording skills	Application Interview Assessment Presentation
Use of a car and ability to travel throughout the county and elsewhere as required	Application Interview
Knowledge and understanding of relevant Child Care legislation, regulations and statutory guidance	Application Interview Assessment Presentation
Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services	Application Interview Assessment Presentation
The ability to constructively challenge poor practice on an individual, agency and departmental level	Application Interview Assesment Presentation
Experience of undertaking a quality assurance/auditing role within a statutory setting	Application Interview
Sound decision making skills in relation to looked after children and child protection.	Application Interview

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:



<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults



<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

