

Job Description

Job Title: Independent Reviewing Officer	Service Area: Quality Assurance - Safeguarding and Practice Improvement	
Directorate: Children and Young People Directorate	Reports to: Independent Reviewing Officer Service Manager	Post Number: tbc
Grade: PO7	Date last updated: January 2019	

Overall Purpose of Job

- 1.1 Responsible for chairing Statutory Reviews for Looked After Children
- 1.2 To promote full and active participation of children and their families in review meetings, including meeting children on their own and seeking their views to inform care planning
- 1.3 To lead on specific projects for the improvement of child care planning and support CYPS annual service plan
- 1.4 To monitor the Local Authorities performance of their statutory functions in relation to the case of each child who is looked after and acting as critical friend to support continued improvements towards best practice
- 1.5 To chair statutory multi-disciplinary, multi- agency meetings and placement disruption meetings in order to minimise risk of harm to children looked after and promote stability and permanency. In addition, the role will support the LADO function as part of the IRO duty provision arrangements.
- 1.6 To quality assure the care planning and review process for Children Looked After via audits, contact with relevant professionals, children and their families. As well as to and contribute towards the quality assurance of placements care packages for Children Looked After.

Job Context

- 2.1 The post requires the applicant to possess extensive knowledge of key legislation and research including, The Care Planning, Placement and Case Review Regulations, 2010 and a working knowledge of the IRO Handbook.
- 2.2 The post holder will be expected to ensure that high quality services are being delivered to children, providing constructive challenge where needed and regularly reviewing plans.
- 2.3 The post holder will need to possess excellent chairing skills to confidently manage

difficult meetings whilst ensuring the active participation of children and young people in their review process. The post holder must be able to ensure effective decisions are made for Children Looked After and monitor those decisions in line with Working Together 2018 and the Care Placement, Planning and Review Regulations.

- 2.4 The post holder reports to the IRO Service Manager.
- 2.5 The post holder has no line management responsibility; however will be required to Provide consultation to Team Managers and social workers on complex cases.
- 2.6 The post holder has no budgetary responsibility.
- 2.7 The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
- 2.8 The post holder has a major responsibility for monitoring and evaluating service practice and provision as a corporate parent.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advertisement and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Directorate: Children and Young People		Service Area: Quality Assurance - Safeguarding and Practice Improvement
Post title: Independent Reviewing Officer (IRO)		Grade: P07
	REQUIREMENTS	
	EDUCATION AND EXPERIENCE	A/I/T*
E1	Social Work Degree or equivalent and registered with the Health and Care Professions Council (HCPC).	A/I
E2	At least 5 years post qualification experience of statutory child care work, including experience at a management level and some experience in management of allegations (or willingness to train).	A/I
	KNOWLEDGE, SKILLS AND ABILITY	
E3	Experience of direct work with people from a variety of ethnic and cultural backgrounds	A/I
E4	Experience of chairing complex meetings with participation from a variety of professional disciplines, children and families.	A/I
E5	Thorough knowledge of proposed and actual legislation, statutory regulations and government guidance and standards relevant to children.	A/I
E6	Ability to chair initial and review meetings in line with national and local policies and procedures – ensuring that the child's interests are the focus of attention	A/I

E7	Ability to ensure that children/family members/carers/ other professionals are appropriately involved in all child care processes.	A/I
E8	Demonstrate the personal authority to chair effectively, multi agency meetings concerning children and deal with any conflict that arises.	A/I
E9	An understanding of the importance of race, gender and disability and sexuality in child protection work and an ability to ensure that these factors are given proper consideration in child care matters	A/I
E10	Ability to liaise with staff managing child care work, and challenge where appropriate	A/I
E11	The ability to communicate effectively, face to face and in writing, on child care matters with a range of professionals, parents and young people	A/I
E12	The skills and abilities necessary to ensure that all work promotes and is produced within the framework of Newham Council's Diversity for All Policy	A/I
E13	Experience of a range of quality assurance methods including audit, management and case reviews.	A/I
E14	The ability to deliver training and produce explanatory information, which is accessible to the whole community.	A/I
E15	Ability to form and maintain appropriate professional relationships with children, young people and their families	A/I
E16	Be able to develop skills and change working methods to adapt to new situations.	A/I
COMITTMENT TO EQUAL OPPRTUNITIES		A/I
E17	Ability to adhere to Newham's Equality and Diversity Policy	A/I
SPECIAL REQUIREMENTS		
E18	This post requires an enhanced Disclosure and Barring Service (DBS) checks.	A/I
E = Essential D = Desireable		
* Assessed by: A = Application I = Interview T = Test		