

## **Job Description**

**DIRECTORATE:** Social Services & Wellbeing

**DEPARTMENT:** IAA & Safeguarding

**POST:** Independent Reviewing Officer

**GRADE OF POST:** GR13

**RESPONSIBLE TO:** Independent Reviewing Service Manager

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### **JOB PURPOSE:**

To chair and review Child Protection Conferences, taking responsibility to ensure that the risk to the child is fully assessed and a plan is developed to safeguard the child.

To chair reviews of looked after children and young people, taking responsibility to ensure that plans for their care meet their needs and are progressed in a timely manner

To ensure children's Care and Support and Care and Support Protection Plans are monitored to ensure actions progressed in a timely manner.

To challenge appropriately and effectively where children's plans are delayed or actions not completed.

To ensure the voice of the child is at the centre of decision making.

To quality and assure the performance of the Local Authority.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Preparing for initial and review child protection conferences and for reviews of Care Experienced children and young people, ensuring that all necessary documentation is available and appropriate preparatory work undertaken.
- Chairing initial and review child protection conferences and reviews of Care Experienced children and young people in a professional manner.
- Ensuring that meetings are conducted in a way that is purposeful, objective, fair and non-discriminatory.
- Ensuring that the child and his/her needs are maintained as the focus of discussion.
- In child protection conferences, fully analysing the risk to the child and ensuring robust plans are in place to ensure they she/he are properly safeguarded.

- Robustly reviewing plans for the care of Care Experienced children and young people, ensuring that these plans properly meet their needs and that they are being progressed in a timely way.
- Actively promoting participation in these meetings by children, young people, their parents and carers.
- Ensuring that professional staff from all agencies are given opportunity to contribute to meetings and that these contributions are given equal consideration.
- Clearly communicating outcomes of meetings to the child, young person, parents and all relevant parties.
- Monitoring the progress of plans for the care of looked after children and those entitled to after care services, in line with the principles set out in the Adoption and Children Act 2002, Social Services & Wellbeing Act 2014 and BCBC protocols.
- Contributing to the improvement of practice standards and development of skills across Children's Services workforce:
- Playing a part in quality assurance monitoring processes, including case file audits.
- Leading and/or participating in workshops for staff on relevant areas of practice, with particular focus on issues relating to child protection issues and looked after children.
- Providing specialist advice to staff and managers on individual cases.
- Ensure all elements of the IRO Standards are adhered to, including facilitating mid-point reviews
- Actively track Care Experienced Children's cases between reviews and challenge delay where appropriate.
- Actively meet with children to ascertain their wishes and feelings and support the explanation of their situation.
- Ensure the Local Authority is exploring all available options to achieve permanency for children in a timely manner.
- Ensure where necessary the IRO Dispute Protocol is initiated.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**



This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Independent Reviewing Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>A recognised social work qualification e.g. CQSW, CSS, Dip SW, Degree in Social Work and registration with Social Care Wales.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>At least three years' experience of working with families, preferably in a fieldwork setting.</li> <li>Experience of working with Children Looked After by the Local Authority, those on the Child Protection Register, disabled children and their families.</li> <li>Current knowledge of Framework for Assessment, child care legislation, regulations and the Independent Reviewing Officers Standards.</li> <li>Significant experience of chairing meetings of a challenging nature.</li> <li>Experience of chairing complex multi-agency meetings.</li> <li>Full understanding of PLO process.</li> <li>Experience of undertaking risk assessments, evidence-based practice and outcome focussed work.</li> <li>Knowledge of WCCIS.</li> <li>Experience in undertaking court work</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to see issues in their widest context.</li> </ul>		Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"> <li>Ability to assess risk and plan appropriately based on analysis of need.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>Ability to make decisions appropriately and record decision making process.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to think clearly and quickly.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to engage positively with families, children and young people.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to demonstrate a child-centred commitment to valuing equality, diversity and respect for others' language, religion and culture.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to form and maintain constructive working relationships with colleagues and other agencies.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to handle difficult situations in a calm and effective manner.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to provide specialist advice to colleagues in a way that will be understood and accepted.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Commitment and motivation to achieving positive outcomes for children and young people.</li> </ul>		
	<ul style="list-style-type: none"> <li>Integrity and objectivity, initiative and positive thinking.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to work flexibly and proactively.</li> </ul>		
	<ul style="list-style-type: none"> <li>Reliability and ability to meet commitments and tight deadlines.</li> </ul>		
	<ul style="list-style-type: none"> <li>Good organisational skills.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to use WCCIS and Microsoft packages</li> </ul>		
	<ul style="list-style-type: none"> <li>Full driving licence and access to a vehicle at all times for use during working hours</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>The ability to communicate through the medium of Welsh.</li> </ul>		