

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Independent Reviewing Officer
DIRECTORATE	Children and Adults
SERVICE	Safeguarding and Quality Assurance
RESPONSIBLE TO	IRO Operational Manager
GRADE	SW4
JOB FAMILY	PSW0421

MAIN PURPOSE OF JOB

To ensure the provision of an efficient service to children and young people in need of protection and children and young people looked after by Medway Council.

To ensure efficient and effective inter-agency working in respect of the child protection system and of services to children looked after.

To constructively challenge actions and interventions that are not delivering the required outcomes for children and young people.

To comply with statutory guidance by providing independent reviews of looked after children.

To contribute to quality assurance measures and performance management systems to maintain and promote high practice standards.

To chair complex case conferences/review meetings effectively, facilitating the full participation of professionals, parents and children and young people, and ensuring the views of children and young people are heard and given due attention.

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

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To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
A recognised professional Social Work Qualification	Application
Registration with Social Work England	Application
EXPERIENCE	
Significant post qualifying experience (statutory minimum of 5 years) including management experience	Application/ Interview
Significant experience and understanding of Family Court proceedings and pre FCP/PLO process.	Application/ Interview
Extensive, demonstrable experience of working as a qualified social worker within Child Protection social work and/or Looked After Children teams.	Application/ Interview

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Experience of working within the framework of The 1989 Children Act, Adoption and Children Act 2002, Children Act 2004; and other relevant legislations including Working Together 2013, 2015 and 2018	Application/ Interview
Experience of working within National Policies and development relating to Children's Social Care, as they impact on children and their family	Application/ Interview
Demonstrable experience of successfully encouraging and promoting engagement with children and young people in LAC processes	Application/ Interview
KNOWLEDGE	
Demonstrable knowledge of the skills and abilities required to facilitate the learning of students and support newly qualified social workers in practice	Application
Knowledge of recent research and service innovation	Interview
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application
Knowledge of legislation relating to Children's Services and Medway Council's responsibilities for looked after children	Application/ Interview
SKILLS	
Demonstrable ability to build sound, productive working relationships with colleagues, partners and other staff.	Interview
Ability to write high quality written reports which are suitable for a variety of professional settings.	Interview
Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans	Interview
Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders.	Interview
Competent in the use of Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar)	Application
Ability to practice effectively and competently with an increasing level of autonomy and independence	Interview

Ability to make good quality judgements and sound decisions in situations of increasing complexity, risk, uncertainty and challenge, and be able to effectively explain and justify decisions.	Interview
Ability to determine which interventions, knowledge and skills to deploy to effectively respond to different issues.	Interview
Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.	Interview
Ability to work under pressure and manage time and workload effectively.	Interview
Ability to work within a court setting and other professional settings.	Interview
Ability to work effectively as part of a team to achieve team and service plan objectives and targets.	Interview
Ability to maintain confidentiality at all times	Interview
Understands and is committed to equality and diversity and treats everyone fairly and with respect	Interview

OTHER REQUIREMENTS	
Car driver and daily use of a car for business purposes	Application
Commitment to continuous professional development	Interview
Ability to demonstrate a commitment to individual and reflective supervision	Interview
An understanding of Social Work England's professional standards and a commitment to upholding them in your practice.	Application
Enhanced DBS check	

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post is line managed by the IRO Operational Manager

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(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will need to possess, and display, a high level of initiative and independence.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

There are no direct supervisory/management responsibilities attached to this post.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with children and families to ensure they are appropriately involved in decisions.

FINANCIAL ACCOUNTABILITIES

None

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments

WORKING STYLE

The workstyle for this role has been assessed as 'Hybrid'. This means the post holder will have a flexible workstyle and be able to work from a variety of locations. There is an expectation that the post holder will be office based for supervision and team meetings. All meetings with children will need to be held face to face.

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be subject to an Enhanced Disclosure application to the Disclosure and Barring service (DBS)