# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Independent Reviewing Officer

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: LMG 2

# RESPONSIBLE TO: Operations Manager (Safeguarding Unit)

# Purpose of the Role:

To chair Child Protection Conferences and statutory review meetings for Looked After Children and provide a high level of quality assurance in respect of the formulation and implementation of outcome focussed children’s plans

# Key tasks:

1. To provide effective chairing of Looked After Children Reviews and Child Protection Conferences in accordance with statutory and procedural requirements.
2. To contribute to and make an independent judgement about the safety and suitability of the Local Authority’s plans for children; ensuring that they are Outcome Focussed, effective, timely and reflect the individual child’s particular identity.
3. Pursue quality in care planning offering robust oversight, and professional challenge where needed, to ensure that children’s needs are met.
4. Engage with children and young people through the Review processes in order to ensure their experiences and views influence professional assessment and decision making.
5. Ensure that the particular and diverse needs of children, young people and their families are considered in all aspects of communication, assessment, engagement and planning.
6. To ensure efficient and effective inter-agency working in respect of the Child Protection system and services for Looked After Children.
7. Ensure the maintenance of accurate and timely electronic records within the requirements of departmental policies and procedures and statutory frameworks.
8. Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
9. To have responsibility for safe and secure handling, processing and storage of confidential information.
10. To contribute to the Quality Assurance and Performance Management Framework aimed at service improvement and development.
11. To provide specialist knowledge and advice to the department on Child Protection and Looked After Children.
12. To promote the participation of children, young people and their families in their meetings and plans.
13. To contribute to the interagency work of the ESSCP.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Independent Reviewing Officer

# GRADE: LMG 2

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Excellent communication, negotiation, consultation and influencing skills.
* Ability to build sound and productive working relationships with families, colleagues and partners.
* Ability to build relationships and communicate with children and young people.
* Ability to formulate, monitor and review plans that have a tangible impact on children’s lives.
* Ability to Chair complex meetings, evaluate information and make clear decisions.
* Ability to produce clear and concise reports.
* Competent IT skills.
* Ability to make decisions when dealing with often constant and competing demands.
* Ability to converse at ease with customer and provide advice in accurate spoken English
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Relevant professional Social Work qualification.
* Social Work England Registration.
* Evidence of commitment to professional development.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Post Qualifying Award in Child Care.
* Management Qualification
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Comprehensive knowledge of relevant legislation and regulations.
* Comprehensive knowledge of national guidance and Child Protection and Safeguarding Procedures.
* Knowledge and application of contemporary social work theories and national policies.
* A sound understanding of relevant research.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Significant post-qualifying experience as a social worker of which you can clearly demonstrate.
* Significant recent experience of working in the field of Child Protection and children who are Looked After.
* Extensive experience of working in an open and participatory way with children and families.
* Relevant Management experience including supervising operational staff.
* Chairing Complex meetings.
* Producing high quality reports for a range of audiences.
* Good ICT skills.
* Contributing to Quality Assurance.
* Undertaking professional challenge.
* Experience of working with diverse communities.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Self-motivated attitude towards work.
* A commitment to achieving the best outcomes for young people.
* Professional integrity.
* A commitment to equal opportunities and anti-discriminatory practice.
* A commitment to promoting the participation of young people and their families in meetings and planning.
* Innovative and change orientated approach to work
* Flexible approach to work.
* Ability to travel freely both within and outside of East Sussex.
* Driving licence with access to vehicle.
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**Date (drawn up):**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 4914**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |