

## Job Description



### Social Services Department

<b>Post Title</b>	<b>Independent Reviewing Officer (IRO)</b>		
<b>Post Number</b>	<b>BG03531</b>	<b>Grade</b>	<b>10</b>
<b>Base</b>	<b>Bridge Street Office, Ebbw Vale</b>	<b>Hours of Work</b>	<b>18.5 per week</b>
<b>Car User Allowance</b>	<b>Approved</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Team Manager – 01495 355274</b>	<b>Updated</b>	<b>March 2015</b>

### Principal Job Purpose

Responsible to: Safeguarding and Quality Assurance Manager

Responsible for: To fulfil the requirements of the IRO in undertaking statutory Looked After Children Reviews, Pathway Plans and Adoption Reviews, To chair Child Protection Case Conferences, and to conduct access to files and stage two complaints.

### Principal Accountabilities

1. To chair statutory Child Care Reviews and Child Protection Case Conferences
2. To conduct access to files and stage two complaints.
3. To advise operational staff and managers of any issues coming out of Child Care Reviews and Child Protection Conferences.
4. To establish and maintain effective communication links on individual cases and wider issues with the social work teams, the placement team, foster carers and other agencies especially health, education and the police.
5. To offer advice and guidance to social workers and other professionals involved in the Looked After Children and/or Child Protection processes.

6. To contribute to the development, monitoring and evaluation of the service in accordance with relevant legislation guidance and regulations.
7. To take responsibility for your own continuous professional development.
8. To receive supervision from the Safeguarding and Quality Assurance Manager in line with the departmental supervision policy
9. To undertake any other duties that may be required by the Director of the Social Services Department.
10. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
11. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification – Middle Manager Independent Reviewing Officer

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Diploma in Social Work or equivalent social work qualification	E	✓			
Must be registered with a Care Council	E	✓			
Substantial post-qualifying experience of statutory child care	E	✓			
Working in partnership with children, their families and other agencies	E		✓		
Post-qualifying social work awards	D	✓			
Management qualification	D	✓			
Supervision of staff and/or students.	D				
Experience of chairing meetings	E	✓			
Knowledge/Skills					
Knowledge of the Children Act and other relevant legislation, guidance and regulations	E		✓		
Knowledge and understanding of current research and good practice in Child Care	E		✓		
Commitment to working in partnership with children, young people and their families	E		✓		
Ability to develop inter-agency links	E				✓
I.T skills	E		✓		
Good verbal and written communication skills	E		✓		

Well developed negotiation skills	E				✓
Effective problem solving skills and the ability to analyse and evaluate information and to apply criteria to make prioritised judgements.			✓		

## 2. Special Requirements

	Essential	Desirable
• Full driving licence and access to a car for work purposes	✓	

## 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

### Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Leading People</b>	Sets the standard of leadership for the service				✓
	Provides clear direction and goals for the service				✓
	Takes direct responsibility and is accountable for actions				✓
	Ensures the principles of equality and diversity are embedded in the service				✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating the Vision</b>	Translates the vision into operational objectives				✓
	Develops long term objectives and strategies for own service area to achieve the vision				✓
	Proactively promotes the vision to others				✓
	Ensures others understand how their role contributes to achieving the vision				✓

Topic	Competencies	Assessment Method			
		App Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Facilitating High Performance and Results</b>	Is committed to continually improving performance of self and others				✓
	Sets ambitious performance targets and priorities for self and others				✓
	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Maximising Potential</b>	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Promotes a culture of open communication				✓
	Communicates effectively, using a variety of styles, with a broad range of people				✓
	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Understands problem solving is part of the improvement process				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working together</b>	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Promoting a Citizen Centred Culture</b>	Recognises the importance of contributions from the community to setting and achieving continually improving services				✓
	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.				✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working With Councillors</b>	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the				✓



	political relationship				
	Is confident to refer enquiries to others when appropriate				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Pushing the Boundaries</b>	Regularly and constructively challenges the status quo				✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓