

# Job title: Lead of Independent Reviewing Officers & Independent Chairs

## Grade: 13

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

## About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

## Reporting Relationships

**Responsible to:** Principal Social Worker and Practice Excellence

**Responsible for:** The joint management of the Independent Chairperson Service and

Senior Practitioner for temporary transfers of children in and out of Staffordshire

## About the role

To undertake the operational management and strategic development of the Independent Chairperson Service, with the responsible for Quality Assurance in respect of care planning and management of thresholds for child protection and Looked After Children. This includes the auditing and monitoring of operational trends and activity, in producing statistical reports and making recommendations for service development.

## Key Accountabilities

1. To take a lead role in developing and maintaining organisational systems for undertaking Child Protection conferences, Looked After Children Reviews and associated tasks.

2. To take a lead role in collaboration with other children & families personnel, in maintaining the cross-boundary child protection function of the local authority.
3. To take a lead role in collaboration with other Children & Families personnel in managing cross boundary issues in relation to the placement of Looked After Children
4. To take a lead role in the development of the requirements of the Care Planning Placement and Review Regulations and the IRO Handbook.
5. To be an advocate and champion for the voice of the child and parent/s ensuring that this is central to all care and safeguarding processes and plans and in line with restorative practice principles
6. To prepare and present strategic reports in making recommendations to the Senior Leadership Team, Staffordshire Safeguarding Children's Partnership Board and Members of the Council.
7. To provide specialist advice and support as necessary to operational staff in Children and families system and within wider inter-agency networks, including arrangements associated with more complex case examples.
8. To provide a supervisory function for the team of Independent Conference Chairs throughout the county, including the provision of individual personal supervision and group reflective supervision in accord with the supervision policy and in line with the core functions of the service.
9. To be accountable for the performance of Independent Conference Chairs and Reviewing Officers, with an outcome-based approach, offering high challenge and high support with a focus of preventing needs from escalating and helping families to remain together where it is safe to do so.
10. To provide induction to new team members and to complete personal performance plans which are reviewed in accordance with County Council policy.
11. Through the delivery of the ICC service ensure that all Looked After Children and those subject to a Child Protection plan have relevant robust plans leading to best outcomes for them.

12. To identify contemporary developments within research literature, and the national policy agenda, in making appropriate recommendations for implementing change at a local level.

13. To work with other Children & Families staff in producing performance management in evaluation trends, adherence to locally agreed arrangements and in addressing practice and procedural developments, supported by robust development plans for the service.

14. Represent the Service in Regional and National Events and to bring learning and insight into the service to promote continuous improvement.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

#### **People Management**

Engaging with People Management policies and processes

#### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

#### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

## **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Recognised professional qualification in Social Work (Dip SW/ CQSW/CSS) and registered with the Social Work England, Regulatory Body for Social Work.</li> <li>Post qualification award in Advanced Practice or Research or Management</li> </ul>	<p>A A</p>
  	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>A working knowledge of statutory frameworks and of regulations and guidance relevant to the task</li> <li>A working knowledge of inter-agency procedures for protecting children and for the assessment of children in need</li> <li>A general understanding of research methodology</li> <li>Knowledge of contemporary research findings governing operational practice</li> <li>Familiarity with information technology - especially word processing, database and spreadsheet packages</li> <li>Substantial managerial experience knowledge and understanding of care planning arrangements for children and young people</li> <li>Supervision of social work staff</li> <li>Operating the Children Act and related guidance, including the Looked After Children system</li> <li>Chairing multi-disciplinary meetings</li> </ul>	<p>A/I  A/I A A/I  A/I A  A A A/I</p>
  	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Capacity for creative thought and innovation</li> <li>An ability to communicate effectively, both orally and in writing</li> </ul>	<p>A/I A/I</p>

	<p>with professional staff in local organisational networks</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills, including the ability to relate effectively to service users (and carers), in problem-solving on their behalf and in developing effective working relationships</li> <li>• Leadership skills with the ability to generate enthusiasm and commitment in others, including skills in coaching and mentoring</li> <li>• Possession of training and professional development techniques</li> <li>• Capacity to analyse a variety of data from different sources in order to determine trends for decision-making</li> <li>• Commitment to continuous improvement in the development of quality service including high support and high challenge</li> <li>• A commitment to equal opportunities and anti-discriminatory practice</li> <li>• An ability to drive, travelling to all localities of Staffordshire and neighbouring authorities, unless excluded from driving due to a medical condition or disability</li> </ul>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p>
--	--	--



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300