

<b>Title</b> <b>Independent Reviewing Officer</b>	<b>Department</b> <b>Children and Families</b>	<b>Post Ref.</b>
<b>Job Purpose</b> The IRO is responsible for ensuring that the care plan for the child fully reflects the child's needs, using his or her communication skills to ensure participation of children, working constructively with senior managers and offering a critical perspective and appropriate challenge to the Local Authority.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To work to identify opportunities for improvement and the achievement and maintenance of high standards of quality and efficiency in the services provided by Nottinghamshire County Council and the Children, Families &amp; Cultural Services Department.</li> <li>2. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the Department.</li> <li>3. To supervise and assist the efficient and cost-effective use of resources and to participate in performance review systems for Departmental services and other measures allied to the supply, monitoring and effective utilisation of management information connected with the post holder's field of work.</li> <li>4. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council policy and relevant legislation. This will include maintaining strict confidentiality in relation to personal information (included that of service users and other employees) which may become known to you in the course of your work or associated activities.</li> <li>5. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare, and that of</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To chair and record statutory reviews of Children Looked After by the Local Authority, ensuring that each child's care plan is reviewed in accordance with regulations, guidance and Departmental procedures.</li> <li>2. To seek and promote the active consultation and participation of children, young people, parents, carers and significant others in the reviewing process.</li> <li>3. To undertake any other reviews of plans as required by the Department.</li> <li>4. To promote good professional practice and the best interests of individual children and young people by the effective discharge of reviewing and decision-making responsibilities. To conduct reviews in accordance with the IRO handbook and Volume 2 of the Children Act 1989 Guidance and Regulations, (Care Planning, Placement and Case Review)</li> <li>5. To be aware of other meetings which inform the review and coordinate plans, including safeguarding plans, risk assessments, health assessments and Personal Education Plans in order that the review is informed of all activity and decision making throughout the review process.</li> <li>6. To accurately record review outcomes, records and decisions within timescales.</li> <li>7. To be familiar with IT systems and process LAC reviews</li> </ol>	



onto templates provided.



other persons who may be affected by the performance of your duties.

6. In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role.

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9. To monitor the implementation of review recommendations and decisions via the review process and draw to the attention of operational managers any areas of concern regarding practice, including non-compliance with agreed plans and practice, by use of the agreed Dispute Resolution system.
10. To maintain good relationships and effective communication with colleagues within both internal and external services.
10. To be aware of problem-solving systems within the Department including the duty to refer cases to Cafcass if other methods of resolving an identified problem have proved unsuccessful.
11. To contribute to periodic reports for senior managers within the Department identifying any practice, process, procedural or systems issues.
12. To maintain an effective and up to date working knowledge of policies, procedures and practice in Children's Services and to keep others informed as appropriate.
13. To seek and promote the participation of other agencies in the review process by effective liaison and communication.
14. To act as an advisor to other Departmental staff undertaking the chairing of reviews, if required.
15. To participate in the delivery of training to Departmental staff, carers and other agencies as appropriate.
16. To ensure the provision and availability of appropriate publicity and information available in relation to planning and review with children and families.
17. To ensure that the additional needs of disabled and black and ethnic minority children are reflected fully in individual care plans.
18. To attend other practice and organisational meetings as required.
19. To contribute to the development of the service and ensure that objectives are delivered, and outcomes achieved which address the Departmental/Service area Business Plan.



	<p>20. To be responsible for continuing self-development, undertaking training and contributing to team meetings and team days.</p> <p>21. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/ grade of the post defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Social work qualification e.g. Dip SW / CQSW / CSS (essential).</li> <li>2. Full driving licence (essential).</li> <li>3. Management qualification (desirable).</li> <li>4. Advanced qualification in child protection (desirable).</li> <li>5. Registered as a social worker with Social Work England (essential).</li> <li>6. Understanding of corporate parenting (essential).</li> <li>7. A thorough understanding of the legal framework relating to looked after children and care leavers, including knowledge of National Minimum Standards and the Adoption Agencies Regulations 2005 (essential).</li> <li>8. Knowledge of research and good practice issues in respect of looked after children (essential).</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>14. Sets an excellent example of customer care for other staff.</li> <li>15. Effectively sets direction for a team providing motivation for all to deliver high performance.</li> <li>16. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</li> <li>17. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</li> </ol>



<div>9. Knowledge of research and good practice in respect of disabled children (essential).</div> <div>10. Understanding of the role of partner agencies in promoting the life chances of looked after children, particularly health and education (essential).</div> <div>11. A commitment, knowledge and understanding of equal opportunities policy, anti-discriminatory practices, diversity issues and user participation (essential).</div> <div>12. Knowledge of the evidence about what makes for good quality practice in working with children and families to safeguard children and promote their welfare (essential).</div> <div>13. The ability to communicate with children and young people (essential).</div>	<div>18. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</div> <div>19. Takes an active role in managing risk, health and safety and safeguarding issues.</div>
<div><b>Experience</b></div> <div>20. Experience of providing social work supervision and support (essential)</div> <div>21. Minimum of five years post-qualification experience(essential).</div> <div>22. Experience of working in a leadership role within social care.</div>	
<div><b>Role Dimensions</b></div> <div>23. Child Protection Coordinators and Independent Reviewing Officers make up the Independent Chair Service. The IROs and CPCs report to three Service Managers within the Service.</div> <div>24. No line management responsibility.</div> <div>25. No responsibility for budgets.</div>	
<div>Please attach a structure chart</div>	

Date June 2020

