

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Specialist Practitioner– Independent Reviewing Officer	JEID	Z0143
Salary Grade:	Hay Band 10		
Team:	Independent Reviewing Team		
Service Area:	Children and Families Service, People Group		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Principal IRO and Operational Manager IRO Service		
Responsible for:	n/a		

Role Purpose

To provide a comprehensive Independent Reviewing Service for looked after children or children subject to child protection plans.

To chair initial and review child protection conferences within prescribed timescales and in-line with "Working Together" and Warwickshire's Safeguarding Children Board multi agency procedures

To act as an Independent Reviewing Officer for looked after children, undertaking statutory reviews as required by the Children and Young Person's Act 2008 and specifically meeting all the requirement of the Statutory guidance for Independent Reviewing Officers. [IRO Handbook]

To assist the Reviewing Manager in the development, monitoring and feedback of systems and quality standards in child protection and work with looked after children that contributes to the development and review of local strategy for children's services.

Role Responsibilities

1. To be responsible for the co-ordination and chairing of initial and review child protection conferences held under Warwickshire's safeguarding procedures.
2. To be responsible for the co-ordination and chairing of statutory reviews for children and young people looked after by the Department.
3. To be responsible for the convening, chairing and minutes of the above meetings within the prescribed timescales and quality standards that are set.
4. To ensure that robust care plans are in place that are appropriate, achievable and regularly reviewed.
To take lead responsibility for a given area of practice.
5. In cases where current plans are considered inappropriate, to negotiate within the Authority up to the highest level to achieve resolution. where this is not possible to consider the appropriateness of legal intervention .
6. To ensure the protection of children by assisting the Reviewing Manager in the maintenance of accurate and confidential information, and systems that generate productive management information for service development and improvement.

Within a specified caseload to ensure that the child's voice is heard and reflected in planning processes.

To actively promote the participation of parents, carers and all of the agencies with corporate parenting responsibilities towards the child.
7. To promote the quality of planning, decision making and practice for children both within the Department and with partner agencies.
8. To undertake all of the above in accordance with statutory and Departmental policies and procedures.
9. Any other duties appropriate to the post as may be delegated by senior staff.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Specialist Practitioner– Independent Reviewing Officer
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Main Tasks

- To undertake a statutory children services function.
- To provide professional supervision to multi disciplinary teams.
- To be responsible for the management of incoming work including prioritisation and allocation.
- To identify the need for any appropriate meetings, including those involving other agencies and to be responsible for ensuring that such meetings are called, where appropriate chairing them and for establishing clear outcomes and that any actions are followed up.
- To be responsible for ensuring that information systems are developed and maintained that will enable statistical analysis of the performances of the service.
- To build and maintain links with local voluntary and statutory agencies that promote the service and encourage good working relationships to enhance high quality service outcomes.
- To be responsible for monitoring and auditing the quality of service and ensuring any corrective measures are taken to meet the objectives set for the team.
- To maintain a knowledge and expertise of the work of the Directorate to contribute to the development of services and the development of best practice systems and protocols which support the delivery of a quality service and reflect any changes required.
- To deputise for the Operations Manager in their absence.
- Under the direction of the Service Managers, define and develop service policies, priorities and programmes which will impact across the whole service.
- Can be available to work within any of the councils localities

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Professional Social Work qualification and current registration as a social worker with Social Work England (SWE), or equivalent professional qualification and registration when explicitly deemed appropriate by the Council and substantial post qualification experience.	AID
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions.	AIT
The ability to identify and respond as a manager to needs of clients which may be exceptionally difficult to satisfy such as those with multiple impairments or experiencing from a range of special difficulties arising from their circumstance.	AIT
The ability to work within policy and practice guidance, using managerial discretion over a broad area of activity. Ability to understand and apply the statutory framework relevant to the role of IRO.	AI
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	AI
The ability and experience to ensure management decisions are made regarding	AI

clients which may cause them distress or be in direct conflict with their wishes, - for instance removal of a children from their family.	
The ability of experience to undertake assessment of complex needs and develop monitor and review appropriate programme of care and support, involving multi-agency delivery, for and in partnership with clients and carers.	AIT
Experience of contributing to or leading policy development within the service area.	AI
Experience of supervising and managing a small team including undertaking formal appraisal.	AI
Experience of monitoring financial accounts including the ability to independently manage a budget.	AI
Experience of handling and processing manual or computerised information.	AID
Ability to work well with colleagues, including manager, as a member of a team.	AI
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	AID
Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people including senior managers.	AIT
Satisfactory check through the Disclosure and Barring Service.	D

Desirable Criteria

Assessed By:

Experience of of working in the role of Independent Reviewing Officer.	AID
Experience of working in the role of Independent Conference chair.	AID
Formal management qualification	D
Previous experience of quality assurance or practice improvement	
Evidence of innovation or practice improvement across the workforce or system to influence better outcomes for children, young people and their families.	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards

and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	