

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:	Independent Reviewing Officer (Specialist Practitioner)	JEID	Z0143
Salary Grade:	Hay Band 10		
Team:	Independent Reviewing Team		
Service Area:	Children & Families Service, Children and Young People Directorate		
Primary Location:	Shire Hall, Warwick.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Principal IRO and Service Manager IRO Service		
Responsible for:	n/a		

Role Purpose

To provide a comprehensive Independent Reviewing Service for children in care.

- Act as an Independent Reviewing Officer, conducting statutory reviews as required by the Children and Young Persons Act 2008, and meet all requirements of the IRO Handbook.
- Review Care Plans to ensure they meet regulatory requirements, reflect best practice, and focus on achieving the best outcomes for the child.
- Advocate for the child's best interests during reviews and decision-making processes.
- Utilise authoritative communication and escalation processes to address any obstacles to planning, ensuring a child's assessed needs are met. Escalate issues within the authority up to the highest level if necessary to seek resolution.
- Assist the Service Manager in developing, monitoring, and providing feedback on systems and quality standards for Children and Families, contributing to the development and review of local strategy.

Role Responsibilities

1. Responsible for the co-ordination and Chairing statutory review meetings for children in care to make sure the care plan is robust, up to date and meets the child's needs.
2. Responsible for reviewing the quality of the local authority's care and decision-making processes, ensuring they comply with legal requirements and best practice.
3. Responsible for gathering information from various agencies to include in key documents for the child's statutory review and Care Plan. Review these documents to ensure the child's needs are met.
4. Responsible for tracking the implementation of the care plan and the child's progress, identifying any issues or delays.
5. Responsible for actively promoting the voice and influence of children and young people to ensure that their wishes and feelings are heard and considered in all decisions affecting them.
6. To actively promote the participation of parents, carers and all of the agencies with corporate parenting responsibilities towards the child.
7. If current plans are considered inappropriate, negotiate within the Authority, up to the highest level to achieve resolution. If this is not possible, consider the appropriateness of legal intervention.
8. Promote stable placements and continuity in the child's care and education.
9. Coordinate with other professionals involved in the child's life, such as social workers, teachers, and health professionals, to ensure a holistic approach to the child's care.
10. Actively participate in Restorative Learning Audits, Thematic Audits, and Child Safeguarding Practice Reviews to support quality assurance across the Children and Families Service and enhance practice development.
11. To undertake all of the above in accordance with statutory and Departmental policies and procedures.
12. 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
Main Tasks	
1. Perform statutory functions within children's services, ensuring compliance with legal requirements and departmental policies. 2. Manage incoming workloads by prioritising and allocating tasks to meet service delivery standards. 3. Identify the need for and facilitate meetings with relevant agencies, ensuring effective coordination and clear outcomes. 4. Develop and maintain information systems for statistical analysis of service performance. 5. Participate in county council boards and panels to support placement sufficiency, assess the suitability of residential facilities, and ensure timely and effective care planning and decision-making for individual children. 6. The service continues to support the overall strategy within children's services to safely reduce the number of children in care and achieve timely permanency plans for those who remain in the care of the local authority. 7. Actively participate in Restorative Learning Audits, Thematic Audits, and Child Safeguarding Practice Reviews to support quality assurance across the Children and Families Service and enhance practice development. 8. Facilitate learning and development through team learning sets, supporting less experienced staff to enhance their social work practice. 9. Build and maintain partnerships with local voluntary and statutory agencies to enhance service outcomes and promote the service effectively. 10. Monitor and audit service quality, implementing corrective measures as needed to achieve team objectives. 11. To maintain a knowledge and expertise of the work of the Directorate to contribute to service development and best practice implementation. 12. Act as deputy for the Service Manager as required, ensuring continuity of service delivery. 13. Collaborate with Service Managers to define and develop service policies, priorities, and programmes across the service. 14. Be flexible to work in any of the council's localities as needed to support service delivery.	

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 clients which may cause them distress or be in direct conflict with their wishes, - for instance removal of a children from their family.	AI
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 working in the role of Independent Reviewing Officer.	AID
Formal management qualification	D
Previous experience of quality assurance	ID
Evidence of innovation or practice improvement across the workforce or system to influence better outcomes for children, young people and their families.	AID

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.

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