

JOB DESCRIPTION & PERSON SPECIFICATION

| | |
|--------------------------------------|-----------------------------------|
| Group: | COMMUNITY AND CHILDREN'S SERVICES |
| Division: | Childrens Services |
| Section: | Safeguarding and Child Protection |
| Sub Section: | Reviewing Team |
| Post Title: | Independent Reviewing Officer |
| Vision Post Number: | 158 |
| Grade: | 12 |
| Responsible to: | Reviewing Team Manager |
| Posts Reporting to this Post: | None |
| Team: | Reviewing Team |
| DBS Required Level: | Enhanced |
| Location: | Ty Catrin |
| Date of Description: | 16.11.16 |

KEY OBJECTIVES

To ensure the proper conduct of Statutory Review Meetings for children and young people who are looked after by the local authority, and Child Protection Conferences

To ensure that Child Protection Conferences and Reviews for Children who are Looked After are held in accordance with the relevant legislation, regulations and guidance, including reviews of short term breaks and pathway plans.

To carry out the Independent Reviewing Officer duties with regards to reviewing family plans in line with the Integrated Family Support Services guidance.

SPECIFIC RESPONSIBILITY

1. To ensure that during Child Protection Conferences and CLA reviews the welfare of the child remains the paramount concern.
2. To ensure compliance with Social Services and Well-Being (Wales) Act 2014, All Wales Child Protection Procedures 2008 (adopted by Cwm Taf Safeguarding Children Board), and departmental policies and procedures in respect of children who are looked after and child protection conferences.
3. To carry out the duties of an Independent Reviewing Officer as specified in Social Services and Well-Being (Wales) Act 2014, the associated Code of Practice (Part 6), and regulations. This includes children and young people who have short term breaks and those young people who have pathway plans.
The successful candidates will also be expected to adhere to the Practice Standards and Good Practice Guide issued by Welsh Government and AFA Cymru: Reviewing and Monitoring of a Child or Young Person's Part 6 Care and Support Plan.
4. To ensure compliance with the Children and Families Measure 2010 and associated regulations to coordinate the review of the IFST family plan, to include children in need, children looked after and on the child protection register.
5. To establish and maintain effective working relationships with other agencies and professionals.
6. To take personal responsibility for keeping up to date with legislation, registration requirements, research findings and practice knowledge.
7. To provide a service which is anti-oppressive and anti-discriminatory on grounds of race, gender, age, sexual orientation, disability, religion or nationality.
8. To ensure that the decisions made at CLA Reviews, Child Protection Conferences, and other family meetings are accurately recorded and distributed to the appropriate people.
9. To contribute to the development of good practice through the monitoring of practice and by fulfilling a quality assurance role.
10. To report any specific concerns about practice in accordance with agreed departmental guidance and Independent Reviewing Officer duties.
11. To comply with legislation, regulations and standards of good practice
12. To participate in supervision, appraisal and team meetings in accordance with departmental guidelines.
13. To manage work time effectively and prioritise work demands .
14. To respect the right to individuals' privacy, maintaining confidentiality where this is required and appropriate. Identifying when it is appropriate and lawful



to disclose information related to service users and make necessary disclosure within a legal and policy framework.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|------------------------------|--|---|
| KNOWLEDGE / EDUCATION | <p>Professional Social Work qualification e.g. CQSW, DipSW, CSS</p> <p>Knowledge of all current relevant legislation relating to children and young people particularly the Social Services and Well-being (Wales) Act 2014, and Children Act 1989 and 2004.</p> <p>Knowledge of "Safeguarding Children: Working Together under the Children Act 2004"</p> <p>Knowledge of the All Wales Child Protection Procedures and good practice in relation to child protection.</p> <p>Knowledge of current legislation and regulations in relation to Children who are Looked After and the role of Independent Reviewing Officer</p> <p>Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level.</p> | <p>Relevant post qualifying training eg, assessment, safeguarding children, children who are looked after.</p> <p>Welsh Language Level 2-level 5. For detail on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> |
| EXPERIENCE | <p>At least 2 years relevant post qualification experience of working with children, young people and their families, when they are looked after or subject to child protection</p> <p>Experience of chairing meetings in respect of children.</p> <p>Experience of working on a multi agency basis.</p> | <p>Experience of quality assurance work</p> <p>Experience of working with complex family issues and the role and objectives of the Integrated Family Support Service.</p> |

| COMPETENCIES | Community and Social Care Competency Framework |
|--|--|
| Working with Partners | <p>Works to overcome conflicting viewpoints for the best interest of the Service User.</p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve.</p> |
| Working with Team Members | <p>Contributes to a strong team spirit of shared responsibility and co-operation.</p> <p>Is flexible and considerate in helping colleagues to achieve their goals.</p> <p>Builds lasting, positive and supportive relationships based on trust.</p> |
| Communicating Effectively | <p>Produces clear, accurate and up-to-date reports and records.</p> <p>Uses style of language that others (e.g. children, young people, community representatives, managers, professionals), can clearly understand.</p> <p>Communicates clearly and concisely</p> |
| Looking After the Service Users' Best Interests | <p>Listens to the views of the service user, and includes those involved with the Service Users, to define the best ways forward.</p> <p>Is able to analyse, summarise and record the situation for / with the service user effectively taking into account potential barriers.</p> |
| Earning Service Users' Trust | <p>Prepares well for contact with Service Users to ensure productive interactions.</p> <p>Actions agreed with Service Users are always acted upon</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p> |
| Working with Change | <p>Is willing to try new ways of working and is flexible to them.</p> <p>Makes changes and ideas a reality, and helps to make them work.</p> |

| | |
|--|--|
| <p>Achieving Results</p> | <p>Meets all key deadlines.</p> <p>Demonstrates professional competence and consistently delivers high-quality outcomes.</p> |
| <p>Encouraging Professional Development</p> | <p>Keeps professional development (CPD) up-to-date.</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development.</p> |
| <p>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</p> | <p>Continuous Registration as a Social Worker with Social Care Wales or equivalent body</p> |