

## Job Description

<b>Job Title</b>	Independent Reviewing Officer and Child Protection Officer
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Children's Social Care
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£48,474 - £53,577
<b>Job Type</b>	Hybrid
<b>Location</b>	Agile working with use of Ray Hurst Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	

## Job Purpose

To independently chair Safeguarding Children Conferences, Strategy meetings, Looked After Children Reviews and Secure Accommodation Reviews and ensure council services meet their statutory requirements.

## Directly Responsible For:

Not applicable

## Directly Responsible To:

Team Leader Safeguarding & Review Unit

## Main Areas of Responsibility:

- To independently chair Safeguarding Children (Children Protection) Conferences, Strategy meetings, Looked After Children Reviews, Secure Accommodation Reviews, Child Sexual Exploitation meetings and Missing from Care meetings in line with statutory requirements and guidance.
- To produce robust outcome focused Child Protection plans and ensure they are monitored and that any failure to deliver the necessary outcomes are challenged appropriately.
- To co-ordinate investigations into allegations of abuse against people working with children
- To ensure the provision of efficient and effective services to children and young people in need of protection and children and young people looked after by Liverpool Council.
- To quality assure the outcomes for Looked after Children placed in foster care or residential care.
- To quality assure the effectiveness of the care plan and to challenge the quality of provision specifically linked to the cost of the placement and the purchase of any additional packages of support.
- To ensure the voice of the child is heard, recorded and fully considered in decision making.
- To ensure efficient and effective inter-agency working in respect of the safeguarding system and of services to Looked After Children.

- To be responsible for the decision making at conferences and reviews and ensuring that there is a framework for reviewing compliance with plans.
- To constructively challenge service decisions where necessary to fulfil an agreed care plan and to use statutory powers to escalate to senior management and external bodies where appropriate.
- To review, audit and quality assure social work files as required.
- To ensure that meetings are chaired and conducted to established service standards and conform to relevant regulations, policies, procedures and guidance.
- To ensure that effective records are created of meetings or reviews and that those records are circulated within established timescales.
- To identify deficits in social work practice and to raise and challenge those deficits with social workers and social work line managers as appropriate.
- To provide operational cover for colleagues in the unit.
- To actively assist with staff development and training related to social work practice within Social Care and other agencies.
- To participate in the collection and analysis of relevant management information and to provide reports as required.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

## **Supervision and Management Responsibility:**

- This post does not have any supervisory or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- This post involves both office and field work. Hence it involves sedentary work and the need to travel to appointments. Sometimes this involves travelling out of the City if children are resident out of the borough.

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A recognised professional Social Work Qualification - DipSW, CQSW or Equivalent (A)
- Registration with the Social Work England (A)

### Desirable

- Evidence of significant participation in post qualifying training in working with children & families and Child Protection

## Experience

### Essential

- Substantial post qualifying experience (A)
- Significant experience of effective child protection works and work with Looked After Children (A/I)
- Experience of working in partnership with children, carers and other agencies (A/I)
- Experience of chairing decision-making meetings (A/I)

## Desirable

- Experience of chairing complex multi-agency meetings
- Experience of case work reviews
- Experience of quality assurance practice including auditing files

## Skills/Abilities

### Essential

- Ability to apply Safeguarding processes including Working Together (A/I/P)
- Ability to work within Looked After Children systems and of the relevant legal and regulatory framework within which it operates (A/I)

### Desirable

- Ability to effectively communicate and challenge both verbally and in writing
- Ability to chair conferences/reviews/meetings effectively
- Ability to prioritise and manage own workload within given timescales
- Ability to analyse data
- Ability to lead the development of multi-agency policy, practice, and procedure
- Ability to use computerised systems
- Presentation Skills

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring (DBS) at the appropriate level