

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Independent Reviewing Officer
(Fostering)
Reports to Team Manager – Fostering **Grade:** SCP 41-43
(Designation): Recruitment and Retention
Directorate: Family Help and Care **Section:** Children's Social Care

MAIN PURPOSES OF THE JOB

To assure the quality of work with Looked After Children in Lewisham Children's Social Care, and to ensure performance is maintained

To chair statutory reviews of Children Looked After in accordance with legislation, and to ensure plans for children's progress appropriately

To contribute to the development of practice in relation to Looked after Children in Lewisham

To provide advice and consultation to social workers and team managers on specific issues of complexity

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

a) Practice & Audit

1. To be accountable for decision making in looked after reviews and other multi agency fora
2. To convene and record review outcomes in LCS within timescales
3. To provide a key role in problem resolution. To work with complaints officers, and advocates, where necessary, for the resolution of a problem.
4. To promote practice that acknowledges that becoming looked after is a final option for children and that the majority of children do best supported within their family of origin

5. To promote and model practice that is respectful of children and of parents, and takes full account of their views, rights and responsibilities.
6. To identify, record and escalate any concerns in relation to planning and achieving outcomes for children looked after.
7. To make recommendations regarding the safety of children looked after placed with parents.
8. To represent the department at local practice based fora.
9. To contribute, at the request of the IRO team manager or the QIS service manager to internal and inter agency planning groups and meetings with regard to planning and development of services for children.
10. To be responsible for monitoring, developing, maintaining and improving local quality assurance systems.
11. To liaise with operational staff and managers to ensure proactive implementation of decisions from looked after children's reviews.
12. To undertake audits and evaluation of looked after children work, contributing to cross cutting audits as appropriate.
13. To closely monitor the integrity of LCS and Performance related data within the responsibility of the postholder
14. To undertake all related administrative tasks involved in providing and monitoring the decisions and practices related to looked after children's planning to ensure that targets are met.
15. To report to the Quality Improvement IRO Manager any shortfalls in performance or service delivery, and to actively seek to rectify such shortfalls

16. To actively seek out opportunities for collaborative working with other agencies in the interests of improved planning and service delivery for children.

b) Budgetary Responsibilities

1. To be aware of both Departmental and Divisional resource availability while applying the principles of best value to decision making in relation to children looked after reviews and child protection conferences and other planning fora for children.

2. To maintain a professional knowledge of the division's/directorate's/council's financial position

3. To alert the Quality Assurance Manager to any predicted budgetary pressures arising from specific plans for children, or to any potential cost savings.

c) Performance Management

1. To be responsible for the performance of looked after reviews, including consultation with children looked after within the caseload of the postholder.

2. To provide regular monitoring information regarding the work undertaken, for use by operational managers

d) other duties

1. To work in close liaison with the Child Protection Chairs

2. To be flexible in supporting the needs of the QI service as a whole which may entail occasional chairing of Child Protection Conferences and other complex multi agency child protection meetings.

3. To undertake any other duties commensurate with the job's grade and scope.

f) Contacts

Managers and officers across the council at all levels

Managers and officers across the division/directorate at all levels

Staff and managers at all levels in other agencies – health, education, probation, police, voluntary sector, faith organisations, forensic services
Children & young people, parents and carers and their representatives

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE
TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Grade	No of posts
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Number of partially managed staff:0

Title:	Grade	No of posts
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LONDON BOROUGH OF LEWISHAM

CYP Directorate

PERSON SPECIFICATION

JOB TITLE: Independent Reviewing Officer
Quality Improvement Service

POST NO:

DIVISION: Family Help and Care

GRADE: 41 - 43

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

Those categories marked 'S' will be used especially for the purposes of short-listing. Only those applicants who meet these requirements will be short-listed. You should therefore address them fully in your application form.

CATEGORY	ESSENTIAL REQUIREME NT S
JOB RELATED KNOWLEDGE, EXPERIENCE AND COMPETENCIES	
Knowledge:	
<input type="checkbox"/> Of current legislation, guidance and research in relation to all aspects of work with children and their families, particularly in looked after children, permanency and safeguarding.	S1
<input type="checkbox"/> Of current policy and practice issues in respect of children's services.	S2
<input type="checkbox"/> Of issues faced by families from minority ethnic communities, or other minority groups.	S3
Of the broad principles of the National Minimum Standards for Fostering, Adoption, Children's Homes and Residential Special Schools.	S4
<input type="checkbox"/> Of the wider context of provision of children's services.	
• Of interagency structures for children and families service delivery.	

Experience:

- Significant experience in children's social work including looked after children. **S5**

- Of supervising and managing children's social work practice including child protection and looked after children. **S6**

- Of working within an interagency context.

- Of providing consultation and advice to social services and other agencies staff, on issues of care planning for looked after children and safeguarding issues. **S7**

Competencies

- The ability to assist in building strong working relationships in a team, with other parts of the Children's & Young People's Directorate, with other Council Directorates, partner agencies and service users with the aim of collectively achieving service objectives.

- The ability to take decisive action, based on the options that are available, so that service objectives are successfully achieved. **S8**

- The ability to manage risk and to hold the inherent tension of balancing risk to the organisation and risk to the child. **S9**

- The ability to constructively, assertively and effectively challenge practice and to identify issues for resolution by managers. **S10**

S11

- The ability to seek ways of improving services or working practices, and to respond constructively to implement changes that are introduced by others.

- The ability to focus on objectives and delivering outcomes that meet or exceed service expectations.

S12

- The ability to communicate to a high standard in written and oral form, including the use of IT systems.

S13

- The ability to provide written information, including data, in a timely, coherent and effective way.

- The ability to act on own initiative, and to work quickly and competently.

General Education:

- DipSw/SW Degree or equivalent qualification and registered with Social Work England

S14

Personal Qualities:

- Flexible, self-motivated, excellent communication skills.
- Ability to work evenings and weekends when necessary.

Physical:

- Generally must meet LBL requirements for the post.

Equal

Opportunities:

- Commitment to implement the Council's Equal Opportunities policy.

- Demonstrable understanding of Equal Opportunities issues in relation to staffing and service provision

If you are a disabled person, but you are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.