

Job description

Job title: Independent Conference & Reviewing Manager

Grade: 13

Job evaluation reference: ED272

Job family: Health and Social Care

Purpose and impact

1. Act as the Independent Chairperson of Reviews of Looked After Children and Child Protection Conferences and contribute to the development and maintenance of best practice through the quality assurance role.

Key responsibilities

2. The Independent Conference & Reviewing Manager will implement and work to the standards set by People – Children directorate -Social Care & Dorset Local safeguarding Children Board. These include:
 - a. the Inter Agency safeguarding procedures.
 - b. Children's Services-social care policy and procedures relating to child protection.
 - c. The Dorset Standards for Independent Chairpersons when carrying out the Reviews of Looked After Children (which takes account of the DFES Independent Reviewing Officer Guidance guidelines issued under the Adoption & Children Act 2002) and the statutory guidance contained in the IRO Handbook issued under The Case Planning, Placement and Case Review (England) Regulations 2010.
3. To ensure that all duties are undertaken in a manner which promotes and values diversity.
4. Contribute to staff training as requested and agreed in developing the quality and standard of practice with children and young people who are looked after and children subject of a child protection plan.
5. Provide specialist professional advice and guidance to operational staff on matters relating to looked after children and child protection in line with departmental guidance.
6. To actively promote practice improvement and effectively challenge poor practice.
7. To seek independent legal advice on behalf of children and young people and/or refer to CAFCASS where appropriate
8. To hold to account Managers at all levels of the service for the individual practice of teams and/or individuals within them.
9. To provide a regular report to senior managers on practice standards and any themes related to this within the service.
10. Maintain and share up to date knowledge of developments, trends and statutory changes in respect of child protection, children in need and children and young people who are looked after.
11. Manage highly emotional and potentially aggressive and or distressed Service users in a calm and professional manner.



12. Establish and maintain effective working relationships and good communication with all relevant professionals, both within and external to People – Children directorate.
13. Monitor the progress of the child/young person's care on an ongoing basis.
14. To provide advice and guidance to Social Work staff in respect of Placement with Parents Regulations placements and Regulations 24 placements.
15. To chair secure accommodation reviews.
16. Attend the Local safeguarding Children Board as requested or serve on any of its working groups or ad hoc groups.
17. Be accountable to the People - Children directorate.
18. Contribute to the development of policy, procedures and practice in relation to children and young people who are looked after and child protection.
19. Provide, collect and analyse statistical information relating to children and young people who are looked after and child protection.
20. Contribute to the ongoing development of a learning culture within People – Children directorate by performing a monitoring and quality assurance role.
21. Take a key role in problem resolution when the Independent Chairperson identifies concerns about practice.
22. Responsibility for promoting and safeguarding welfare of children and young people.
23. Any other lesser or comparable duties as required by the Executive Director People, Children's.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

Resources

24. The post holder will be issued with a laptop in order to carry out duties.

Working Environment

25. Office based with requirement to travel between locations.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. DipSW, CQSW or equivalent.	Application form
2. Registered with HCPC.	Application form
3. Relevant child care post qualifying training.	Application form
Experience	
4. Substantial post qualifying experience in a child care setting.	Application form
5. Substantial experience of child protection and work with children who are looked after by the LA.	Application form
6. Experience of chairing meetings.	Application form
7. Experience of chairing inter-agency meetings	Application form
Knowledge	
8. Working knowledge of relevant child care legislation and guidance (including "Working Together" 2015).	Application form Interview Assessment
9. Understanding of assessment of risk and professional judgements relating to risk.	Application form Interview Assessment
10. Detailed knowledge of child development and behaviour including likely outcomes of interventions.	Application form Interview Assessment
11. An appreciation of the particular needs of children looked after by the LA.	Application form Interview Assessment
12. Good knowledge of child protection policies, procedures and practice.	Application form Interview Assessment
13. Knowledge of best practice for children subject to protection plans and/or in the care of the Local Authority.	Application form Interview Assessment
Skills and abilities	
14. Ability to maintain a child focus and to communicate effectively with children.	Interview Assessment
15. Good organisational and time management skills.	Interview Assessment
16. High level of written and verbal communication.	Interview



	Assessment
17. Ability to receive, summarise and analyse information in a way that is accessible to others.	Interview Assessment
18. Problem solving and negotiating skills.	Interview Assessment
19. Ability to manage conflict and confrontation positively.	Interview Assessment
20. Ability to form and maintain effective working relationships with colleagues and other professionals.	Interview Assessment
21. Ability to provide an appropriate balance of support and challenge to Social Work staff and Managers.	Interview Assessment
Our values	
22. Respect	Interview Assessment
23. Together	Interview Assessment
24. Accountability	Interview Assessment
25. Openness	Interview Assessment
26. Curiosity	Interview Assessment
Other	
27. Ability to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
28. Trained in 'Achieving Best Evidence' interviewing.	Application form
29. PQ Child Care Award.	Application form
Experience	
30. Experience of Court work.	Application form
31. Assessment of adults with sexually harmful behaviour.	Application form
32. Training experience.	Application form
33. Experience of using the Framework for Assessment.	Application form
34. Therapeutic work with children.	Application form



Knowledge	
35. Working knowledge of health and disability issues.	Application form Interview Assessment
Skills and abilities	
36. Computer literacy.	Interview Assessment
37. Ability to analyse and use statistics.	Interview Assessment

Approval

Date: November 2015



Dorset
Council

