

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:
 - the Inter Agency safeguarding procedures.
 - Children's Services-social care policy and procedures relating to child protection.
 - 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.

Job description

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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	DipSW, CQSW or equivalent.
2.	Registered with HCPC.
3.	Relevant child care post qualifying training.
Experience	
4.	Substantial post qualifying experience in a child care setting.
5.	Substantial experience of child protection and work with children who are looked after by the LA.
6.	Experience of chairing meetings.
7.	Experience of chairing inter-agency meetings.
Skills, abilities & knowledge	
Knowledge	
8.	Working knowledge of relevant child care legislation and guidance (including "Working Together" 2015).
9.	Understanding of assessment of risk and professional judgements relating to risk.
10.	Detailed knowledge of child development and behaviour including likely outcomes of interventions.
11.	An appreciation of the particular needs of children looked after by the LA.
12.	Good knowledge of child protection policies, procedures and practice.
13.	Knowledge of best practice for children subject to protection plans and/or in the care of the Local Authority.
Key Skills	
14.	Ability to maintain a child focus and to communicate effectively with children.
15.	Good organisational and time management skills.
16.	High level of written and verbal communication.
17.	Ability to receive, summarise and analyse information in a way that is accessible to others.
18.	Problem solving and negotiating skills.
19.	Ability to manage conflict and confrontation positively.
20.	Ability to form and maintain effective working relationships with colleagues and other professionals.
21.	Ability to provide an appropriate balance of support and challenge to Social Work staff and Managers.
Behaviours	
22.	Respect
23.	Responsibility
24.	Recognition
25.	One Team: Collaboration
Other	
26.	Ability to fulfil the travel requirements of the post.

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
27. Trained in 'Achieving Best Evidence' interviewing.
28. PQ Child Care Award.
Experience
29. Experience of Court work.
30. Assessment of adults with sexually harmful behaviour.
31. Training experience.
32. Experience of using the Framework for Assessment.
33. Therapeutic work with children.
Skills, abilities & knowledge
Knowledge
34. Working knowledge of health and disability issues.
Key Skills
35. Computer literacy.
36. Ability to analyse and use statistics.

Approval	
Date	November 2015

