

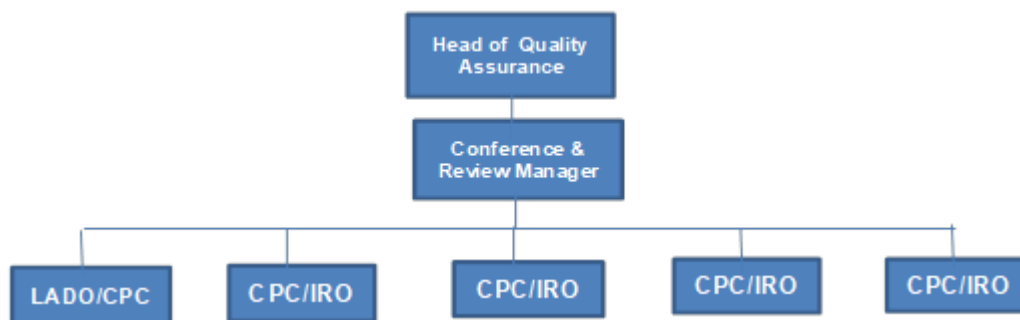
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Child Protection Conference Chair &amp; Independent Reviewing Officer</b>		
<b>Directorate:</b>	People	<b>Salary:</b>	£52,672 - £54,602 plus £663 LWA & £963 ECU
<b>Section:</b>	Commissioning	<b>Grade:</b>	BG-D 46 - 48
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- Chairing of child protection conferences and related quality assurance activity in line with child protection procedures and ensuring the voice of the child is central to the safeguarding arrangements for them.
- Quality assuring the care planning arrangements for each child, ensuring their wishes and feelings fully contribute to the planning for them and in line with the statutory guidance for Independent Reviewing Officers.
- Contribute to service and directorate wide quality assurance activity to support learning and development across the workforce.

### Designation of post and position within departmental structure



### Daily and monthly responsibilities

- To chair child protection conferences in accordance with legislation and local procedures and ensuring the ensuring the voice of the child is central to the safeguarding arrangements for them.
- To chair Looked After Reviews in accordance with legislation and statutory

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guidance and ensure children and young people fully contribute to the planning for them.

- To monitor and audit cases to ensure progress of plans and the achievement of timely outcomes for children and young people.
- To act as consultant to managers, social work staff and other agencies on children looked after and child protection to ensure standards and best practices are maintained.
- To ensure timely outcomes for children and young people through monitoring and liaison with social workers and managers and to use the escalation procedure as appropriate.
- To contribute to service and directorate wide quality assurance activities and support the learning and development of the workforce through the learnings from quality assurance activities and audits.
- To contribute to single and multi-agency training around safeguarding and care planning.
- To chair other complex meetings when required (including cover for the LADO role).
- To carry out other duties reasonably requested by management.
- Ensure compliance with the Council's policies and procedures.

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### Scope of role

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This is a demanding post requiring extensive experience and skills in safeguarding as well as operational and management skills.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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***Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.***

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ol style="list-style-type: none"> <li>1. Social work qualification</li> <li>2. Registration with Social Work England</li> <li>3. Significant management experience in Children Social Care</li> </ol>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ol style="list-style-type: none"> <li>4. Knowledge of relevant legislation, guidance, government policy and initiatives, good practice and research findings related to the role, as well as a working knowledge of key partner agencies which are relevant to the role.</li> <li>5. Ability to liaise constructively with service users and professionals from a wide range of disciplines and agencies.</li> <li>6. Experience of chairing Child Looked After Reviews.</li> <li>7. Experience of child protection conferences.</li> <li>8. Substantial knowledge and understanding of risk assessment within a safeguarding context.</li> <li>9. Committed to providing a service that respects children and young people's rights</li> <li>10. Understand the principles underpinning an Equal Opportunities Framework and using this to promote service delivery.</li> <li>11. Highly developed communication and presentation skills at all levels.</li> <li>12. Experience in quality assurance activity and driving practice improvements.</li> </ol>	
<b>Work-related Personal Requirements</b>	<ol style="list-style-type: none"> <li>13. The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six</li> </ol>	

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months of employment.

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**Other Work Requirements**

14. A satisfactory enhanced Disclosure and Barring Service check.
15. The ability to converse easily with members of the public and respond effectively to questions in spoken English

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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them

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**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

