



# Job Description

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St. Helens Council

**Post:** Independent Reviewing Officer

**Post No:** ESCP24

**Department:** Children and Young People's Service

**Grade:** Scp 42 - 44

**Responsible to:** Operational Manager

## **Purpose of the Post:**

To chair Looked After Children meetings, Child Protection Conferences and other Safeguarding meetings. To develop and ensure good and consistent practice for Looked After Children and Safeguarding. To provide consultation and advice on all Safeguarding and LAC issues

## **Duties and Responsibilities:**

To promote high quality and consistent practices sensitive to the needs of children

To improve care planning & decision making for Looked After Children

To ensure consistency of the LA's approach for LAC and Safeguarding and effective planning by ensuring meetings take place in accordance with government guidance, statutory requirements and LSCB procedures.

Chair LAC meetings efficiently ensuring full involvement of the child & key adults in the planning processes.

To monitor LAC cases, ensuring Care Plans are reviewed regularly, and in accordance with guidance.

Ensure that children looked after are properly safeguarded wherever they live

Secure a timely and appropriate route to permanence arrangements.

To fulfil the IRO statutory responsibility to resolve problems by negotiation with power to refer a case to CAFCASS, whether an appropriate adult is able and willing to provide such assistance or bring proceedings on the child's behalf.

To Chair Child Protection Conferences and other Safeguarding meetings, including meetings following the sudden and unexpected death of a child and strategy meetings following an allegation of abuse against a professional or carer.

To monitor the implementation of recommendations from safeguarding meetings and ensure identification of concerns about practice.

To provide advice and guidance across the Department and key partner agencies for all Safeguarding and Looked After Children issues.

To undertake specific audits of social work practice as directed by Safeguarding Manager in order to provide high quality and safe social work practice across the Borough

Assist in quality assurance for Safeguarding and LAC

To participate in regional development groups to share and develop best practice

Contribute to the development of the Safeguarding and LAC agenda including developing and delivering training.

To work with groups of children and young people to develop the participation agenda.

To manage the work of the Access to Files Officer and Administrative staff.

To manage and be responsible for any delegated budget

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job**

**description from time to time and will consult the postholder/s at the appropriate time.**

**Date Reviewed : 1<sup>st</sup> Jan 2010**