

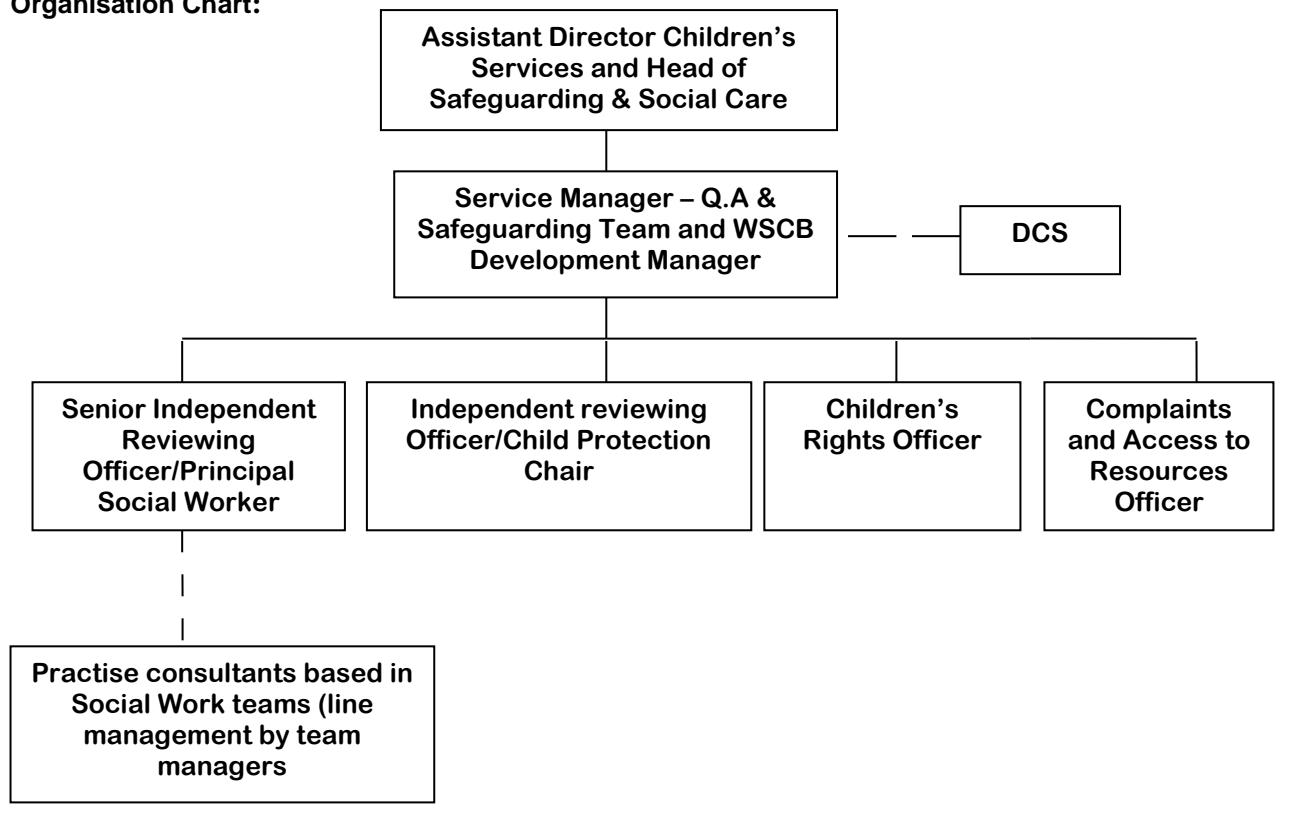
# WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION



**WOKINGHAM  
BOROUGH COUNCIL**

<b>Job Title:</b>	Senior Independent Reviewing Officer/Principal Social Worker	<b>Job Ref:</b>	6490
<b>Service:</b>	Children's Services	<b>Section:</b>	Quality Assurance & Safeguarding
<b>Reports To:</b>	Service Manager Quality Assurance & Safeguarding (QAST)	<b>Location:</b>	Shute End
<b>Grade:</b>	9 + Market Supplement	<b>Salary:</b>	Up to £44,743, depending on experience (inc. Market Supplement)
<b>Employment Status:</b>		Permanent	
<b>Hours of Work:</b>		37 hours per week	
<b>Job Purpose:</b>			
<ul style="list-style-type: none"> <li>• To fulfil the leadership role of a principal social worker.</li> <li>• To create opportunities and lead the approach of 'live time learning', directly with social workers and across the system.</li> <li>• To analyse the practise issues within the service and work with the Learning and Development team to address them.</li> <li>• To be the department lead for Learning and Development for social workers.</li> <li>• To support the service manager in the role of LADO.</li> <li>• To support the service manager fulfil the QAST strategic responsibilities and where needed chair CPC and LAC reviews.</li> </ul>			

**Organisation Chart:**



**Summary of Main Contacts.**

- All levels of staff within Children's Services, contact with officers and professional staff from other WBC departments, and contact with officers and other senior and professional staff from other Local Authorities, voluntary and statutory agencies.
- Contact with service users and care providers. This includes children and young people and their families and / or carers, statutory and voluntary agencies, health and education professionals, Solicitors, Children's Guardian and other professionals relevant to the care of a child from time to time.

**Main Tasks/Accountabilities**

- Make a positive impact on social work quality standards and children's outcomes, staff morale and retention through a range of activities:
  - Supporting the learning culture.
  - Embedding a 'live time learning approach'.
  - Working directly with social workers to support their learning using a high support, high challenge/reflective approach.
  - Mentoring social workers, shadowing social workers and reflecting back.
  - Quality assurance activity – file audit and subsequent conversations with social workers, team managers and senior officers.
  - Leading the management group to place child, reflection and learning at the centre of our approach.
  - Making the connection between audit, staff and user feedback and the core training offer.

- Deliver high quality reports on regular basis to assure senior management team of quality standard and to raise questions and challenges within the system that need to be worked through.
- Represent the Department within LSCB sub committees and other such forums.
- To authoritatively chair CPC and LAC reviews using a signs of safety approach.
- To deputise for the service manager.
- To contribute to the QAST delivery against expected standards.

**PERSON SPECIFICATION**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Diploma in Social Work or equivalent.  Degree educated.  PQSW or equivalent.  At least 3 years' experience in a Social Work management.	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>● Experience of supervision and management of social workers working with looked after children and children subject to a child protection plan.</li> <li>● Evidence of knowledge and effective management experience in working with complex child protection situations.</li> <li>● Evidence of knowledge and effective case management experience in working with Looked after Children and children with complex needs.</li> <li>● Evidence of effective chairing, communication and quality assurance skills.</li> <li>● Wide experience of working with families and of promoting participation in decision-making</li> </ul> <p><i>Competences and Qualifications for an IRO</i> To be appointed, a prospective Manager should be able to provide evidence that s/he has:</p> <ul style="list-style-type: none"> <li>● Sufficient relevant social work experience in children's social care to undertake the required functions;</li> <li>● The confidence and ability to work constructively with senior managers, offering a critical perspective and appropriate challenge;</li> <li>● A thorough understanding of the legal framework relating to looked after children and care leavers, including knowledge of National Minimum Standards and the Adoption Agencies Regulations 2005;</li> </ul>	<p>Experience and skill in using the Signs of Safety assessment framework.</p> <p>Experience of developing and managing policies and procedures.</p>

	<ul style="list-style-type: none"> <li>• A thorough working understanding of the legal process and the issues involved when a local authority makes application for a care order;</li> <li>• Experience of providing social work supervision and support; and</li> <li>• Knowledge of the evidence about what makes for good quality practice in working with children and families to safeguard children and promote their welfare.</li> </ul> <p><i>(Care Planning Guidance, 2010)</i></p>	
<b>Work-related Personal Experience</b>	<p>Ability to authoritatively chair key multi – agency meetings, ensuring that all agencies contribute appropriately.</p> <p>Ability to manage conflict and disagreement effectively.</p> <p>Ability to involve young people, parents and carers in meetings and in decision making.</p> <p>Ability to work within timescales, to organise own workload and to manage time effectively.</p> <p>Ability to manage staff</p> <p>Ability to communicate with diverse audiences</p> <p>Ability to work as part of team</p> <p>Ability to write reports and analyse data</p> <p>Ability to work flexibly in a multi-disciplinary environment.</p> <p>Ability to quality-assure the work of front-line staff – managing relationships to deliver service improvements.</p>	Ability to deliver training
<b>Other Work Requirements</b>	<p>Experience of managing health and safety and risk.</p> <p>Ability to work flexibly and attend evening meetings.</p> <p>Computer literate. Proficient typing</p> <p>Able to use computerised case recording systems.</p>	Experience of using Frameworki
<b>Special Factors</b>	<p>Flexible working hours considerable travel involved to out of area placements; this sometimes means working outside of normal office hours</p>	

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	<p>A full driver's licence and use of a car is essential</p> <p>Will sometimes encounter potentially angry and violent individuals.</p>	
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	Required	Behaviour Statement
<b>Core Behaviours</b>		
Personal Effectiveness	Drives	Evaluates issues, drives resolutions & remains highly effective regardless of demands & pressures
Impact	Influences	Effectively manages their own emotions & stress, takes others views into account; actively listens to other's views & concerns & responds appropriately
Resilience	Influences	Involved in change programmes through workshops or part of a project team; Able to influence change; undaunted by tough challenges
Joined Up Thinking	Influences	Able to constructively challenge accepted practices; identify, think through & appropriately articulate improvements; able to influence others to gain acceptance for ideas
Analysis & Judgment	Influences	Analyses a broad range of in-depth information from a variety of internal & external sources regarding our customers, demographics, political & economic developments & technological innovations to influence decisions; complies with implementation of WBC Risk Management Strategy
Interpersonal	Drives	Able to establish & maintain relationships at all levels; promotes harmony & consensus through diplomatic handling of disagreement & potential conflict; works to develop their own emotional intelligence
Customer & Community Focus	Drives	Drives & develops services that meet both the customer needs in their community & the corporate objectives by encouraging user involvement in needs assessment & service planning
Respect	Influences	Influences the equality & diversity policy; ensures it is supported by a clear action plan that is communicated across WBC
<b>Management Behaviours</b>		
Providing Direction	Influences	Gets ideas accepted by all stakeholders; is flexible, open minded but decisive; builds trusting positive relationships

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Coaching	Influences	Coaches project teams & acts as a mentor for others, adapts their management style to get the best from each colleague
Managing Excellence	Influences	Probes all appropriate sources; demonstrates advanced skill & insight in gathering & sorting key information regarding quality of service, standards, presentation
Managing & Development Teams	Influences	Empowers individuals through effective developmental delegation; builds team identity and commitment; successfully develops staff for future roles; highly respected and valued by team members

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