

SEFTON COUNCIL
Young People & Families

JOB DESCRIPTION

Post: Team Manager – Safeguarding Unit
Post Number: 20004 **Gauge Reference:** A3489
Team: Safeguarding Children Unit
Location: Various
Grade: M

Responsible to: Service Manager Safeguarding Children

Responsible for: Independent Reviewing Officers/Child Protection Case
Conference chairs
LADO
Fostering IRO
CIN IRO

JOB PURPOSE

To manage, develop and lead a team of Child Protection Case Conference Chairs/ Independent Reviewing Officers in order to deliver high quality reviewing services that address the needs of children, young people and their families and lead to improved outcomes. [Yellow = direct lift from A3489]

To be responsible for ensuring the highest standard of practice in the delivery of Child Protection Conferences, Cared for Reviews, LADO and the responsibility and reviews of foster carers, whilst managing the reputation of the Service and the Council.

To ensure the Service responds to new challenges, priorities and requirements whilst maintaining the Council's statutory obligations and using resources in the most effective manner.

MAIN DUTIES

To:

1. Ensure the Council meets its statutory obligations in the delivery of a Child Protection, Cared for Reviews, LADO and Foster Carer Reviews, complying with legislation, policy and procedures and relevant frameworks.
2. Provide effective leadership, management, supervision and support to the team and service for which responsibility is held, ensuring the Council/service aims and priorities are met.

3. Ensure a multi-agency partnership approach to decision making and be responsible for the decision-making process at conferences and reviews. Ensure that there is a framework for reviewing compliance with the plans made.
4. Ensure that dates for meetings fit within the statutory timescales for meetings and that they are conducted in line with relevant procedures. Make decisions to defer when there is insufficient information on which to base a decision.
5. Ensure that minutes and records of meetings are accurate, meet statutory and legal requirements and are distributed within the required timescale. Develop, maintain and comply with efficient and effective systems to ensure compliance with procedures and recording systems.
6. Enable the child and family to have a voice in meetings as appropriate and ensure that the rights of children and parents are adequately addressed. Consistently promote participation and ensure advocacy services are utilised where appropriate.
7. Challenge service decisions where necessary to fulfil an agreed plan of care and ensure any drift is dealt with promptly, to use statutory powers to escalate to senior management and external bodies where appropriate.
8. Liaise and negotiate with other professionals and agencies to ensure that the best possible outcomes are achieved for children, young people and families.
9. Model and use critical reflective skills in management/ practice and through supervision enhance your own and others practice. Ensure effective supervision and Performance Development Reviews are embedded across service area.
10. Ensure that high standards are consistently applied across all aspects of service provision, including the quality assurance of conference, Cared for Reviews, LADO and foster carer review minutes and other relevant records and ensuring that statutory timescales are met.
11. Lead effective partnership working within and outside of the organisation, creating a culture that promotes meaningful participation of children and young people, parents, families, foster carers and communities, ensuring a multi-agency approach to decision making in Child Protection Conferences and Cared for Reviews.
12. Collate and analyse information data emanating from conference and review materials, identify and quantify shortfalls and recommend improved ways of working. Ensure the service workload is actively monitored and evaluated. Develop written reports evaluating the effectiveness of the child Protection, Cared for Reviews, LADO and foster carer reviewing service.
13. Undertaking engaging quality assurance audits on behalf of the whole of Childrens Services
14. Ensure that an overview of information gained of children's needs informs the planning and commissioning of children's services

15. Provide challenge and take action to promote positive solutions through sharing of good practice and the provision of learning and development opportunities across the wider service.
16. Promote leading edge innovative best practice across all tiers of the workforce including partner organisations. Monitor and evaluate effectiveness and take action to address and alleviate emerging issues.
17. Access and make critical use of relevant knowledge from a variety of sources, including current legislation and ensure this knowledge is applied across the service.

Performance Management

18. As a member of the leadership and management team contribute to the strategic and policy developments in the area of work/service.
19. Oversee a duty system that provides consultation and ensures that issues are dealt with within timescales.
20. Apply performance targets, performance management and support processes including the development and monitoring of team plans, delivery of effective personal caseload supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.
21. Ensure that a system of team meetings and group supervision is developed and provide opportunities for sharing best practice and learning from inspection and Serious Care Reviews.
22. Lead on ensuring that policies and strategies concerning information sharing and privacy, are informed by current legal and professional requirements concerning safeguarding, information sharing, confidentiality and data protection. Ensure the interface between ICS system and practice, ensuring system supports positive outcomes for people who use services.
23. Model effective communication skills appropriate to role and communicate effectively in highly charged, complex or challenging circumstances.
24. Lead on ensuring that policies, practice and strategies concerning discrimination and oppression reflect the law and current best practice
25. Ensure a high level of service delivery and ensure that complaints are fully investigated in line with the Service's complaints procedure.
26. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing consultation and maintaining a confident body of knowledge that informs management practice and style.
27. Manage and lead a team of staff who themselves are managers, including recruitment and selection, induction, training and personal development, absence

management, retention, grievance/discipline/capability, succession /workforce planning,.

28. Represent the Service/Council at meetings and conferences as appropriate.

29. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a post within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Date: April 2024
Name: Helen Cavanna
Designation: Service Manager Safeguarding Unit

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form.
Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: IRO/CP Chair Team Manager

Post Number: Various

Criteria	Essential	Desirable	Assessment Method
Qualifications	Social Work Degree or equivalent	E	C
	Current registration with Social Work England	E	C
	A recognised Management Qualification or commitment to work towards.	D	C/AF/I
Experience	Recent, relevant and significant management experience within public service.	E	A/I
	Demonstrable and successful record of delivering accessible, high quality and customer-focussed social care services to vulnerable children and young people including Child Protection.	E	A/I
	Experience of chairing childcare meetings e.g. core groups, planning meetings and strategy meetings.	E	A/I
	A proven record of leading partnership working with a wide range of agencies, creating a culture that promotes meaningful participation.	E	A/I
	Significant experience of leading and managing a team with credible competency including in professional supervision.	E	A/I
	A proven track record of improving performance including creating and maintaining a culture where concerns about practice are effectively dealt with, including formal reporting to the regulator.	E	A/I

	<p>Ability to address issues of equality and discrimination effectively and promote access to appropriate services. Ability to champion children's rights and participation.</p> <p>Ability to assess risks, children's emotional, psychological and developmental needs and family functioning. Ability to evaluate plans and make appropriate decisions which safeguard children and promote their welfare.</p>	<p>E</p> <p>E</p>	
Demonstrable skills, knowledge and aptitudes	<p>Ability to chair complex meetings and to support others to do so under the Children Act 2004 and other relevant legislation.</p> <p>Ability to demonstrate effective leadership and management skills including detailed knowledge of organisational policies.</p> <p>Ability to facilitate organisational development at a local , and regional, providing the professional leadership required</p> <p>Ability to lead on ensuring policies and strategies concerning information sharing and privacy are informed by current legal and professional requirements.</p> <p>Ability to lead on ensuring policies, practice and strategies concerning discrimination and oppression reflect the law and current best practice.</p> <p>High level of knowledge and understanding of appropriate legislative framework, including Care Planning, Placement and Case Review Regulations (England) 2010, Working Together 2018 and Care Planning for Looked After Children and Care Leavers.</p> <p>Substantial knowledge of social care provision for vulnerable children/young people and current research</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	within child protection and childcare including outcomes from Inspections and Serious Case Reviews.		
Demonstrable skills, knowledge and aptitudes continued	Knowledge of relevant specialist areas e.g. Court work, Safeguarding, Looked after Children.	E	A/I
	A commitment to continuous professional development of self and others including the ability to coach and direct people.	E	A/I
	Ability to model and use critical reflective skills in management, practice or organisational supervision in order to enhance the organisations strategic outcomes.	E	A/I
	Proven ability to attract, lead, empower and motivate those involved in service delivery.	E	A/I
	Ability to work with a range of agencies and establish and maintain effective relationships.	E	A/I
	High level of effective communication and interpersonal skills and ability to adapt to the needs of others.	E	A/I
	Proven ability to identify problems, challenges and strategic issues with vision, providing leadership and sense of direction.	D	A/I
	Proven skills of resource allocation in identifying and quantifying resources needed against increasing pressures of demand and supply.	E	A/I
	Ability to operate effectively with a high volume, at times highly sensitive workload and demonstrate personal resilience	E	A/I
	Ability to take advantage of, and effectively use information technology including ICS and to ensure and manage the consistent use across the team.	E	A/I

Demonstrable skills, knowledge and aptitudes continued	Ability to work within professional and ethical standards including the Social Work England Standards of Conduct for Social Workers.	E	A/I
Special requirements	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.	E	C
Other	<p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Must be legally entitled to work in the UK.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>C</p>