



Job Description

Principal Officer - Child Protection and Review

Job Details	
Grade	GR6
Department	Child Protection and Review
Reporting to	Head of Service or Assistant Head of Service

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

- To work with families, area colleagues and other professionals to reduce the likelihood of significant harm to children and young people in Birmingham for whom child protection conferences are held.
- To ensure that the conference system actively engages parents and children in the child protection planning and review process so there is the greatest likelihood of improvement.
- To chair child protection conferences, adopting a strengths-based approach, and to contribute to the ongoing development of and improvements to our own service area.
- To commit to the Department's overall strategy to respect and support families and to actively contribute to assessing and improving the quality of overall service provision to children and families.
- To contribute to the quality assurance.
- To present the safeguarding service as required e.g. at Multi-Agency Public Protection Meetings.
- To consistently deliver a child specific, skilled conference service resulting in clear and agreed Child Protection Plans where indicated.
- To work closely with area colleagues towards the goal of ensuring children receive parenting and care which enables them to meet their potential at whatever level of service is right for the child.
- To ensure that legal, statutory and good practice demands are met.
- To work collaboratively with other agencies and partners in an enabling and professional manner.
- To manage your workload and prioritise tasks to ensure statutory and departmental timescales are met and children and their families receive a prompt, quality service.



• To chair child protection conferences and other meetings as required within set timescales and employing the Strengthening Families Framework.
• To ensure that children, deemed to be suffering or likely to suffer significant harm, promptly have a Child Protection Plan including a contingency plan. The plan will address the areas of serious concern raised. All such work will give proper weight to issues of equality, diversity and inclusion.
• To work within the administrative processes to ensure that plans and minutes are distributed within timescales. To ensure that families are promptly notified of child protection planning as well as review conferences. To make recordings to be made on the child's file as needed.
• To enable the child's voice to be clearly heard throughout the conference and review process. To engage children and young people in the conference process according to their age and level of understanding; this is imperative whether the child attends the whole or part of the meeting or contribute in another way.
• To monitor arrangements for children who are the subject of Child Protection Plans, ensuring that through collaboration with multidisciplinary colleagues that plans progress.
• To resolve issues of practice and planning with regards to children who have a Child Protection Plan. This will involve working collaboratively, involving your managers as needed.
• To champion best practice, supporting others through mentoring, coaching and professional supervision.
• To be visible, available and approachable in order to provide guidance to professional colleagues as required in complex child protection cases.
• To present as measured and fair when challenging performance or practice having a clear understanding of the Principal Officer's role as well as the roles and responsibilities of others.
• To demonstrate accountability for your own work and actions. To be able to listen and relate to others, building positive working relationships with colleagues, partners and service users, demonstrating the ability to challenge and raise difficult topics whilst presenting professionally and respectfully at all times.
• To comply fully with agency policy regarding supervision and appraisal. This includes commitment to personal education and training needs.
• To comply fully with the Trust's Equal Opportunities Policy.
• To undertake such tasks as deemed relevant and necessary by BSC management.



Key Information			
Is a Safeguarding Check needed?		Children	Adults
			Children and Adults
	Basic		
	Enhanced	x	
Will this position have Line Manager Responsibility?	Dropdown Options: No		

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF	Recognised Social Work qualification.
Qualification	AF	Registration with Social Work England.
Experience	AF	Substantial post qualifying experience, at least five years, with significant experience at senior practitioner level or above.
Experience	AF/I/P	A clear and up to date understanding of social work issues and research.
Experience	AF/I	A thorough understanding of and ability to effectively apply the law and Working Together guidance.
Experience	AF/I	Knowledge and understanding of the principles of the Strengths Based, relational, systemic and



		trauma informed approach to conferencing. (Strengthening Families Framework).
Experience	AF	A minimum of 2 years working directly with children and families in a safeguarding setting.
Experience	AF/I	Experience of providing constructive challenge to a wide base of professionals.
Skills	AF/I	Ability to understand, analyse and present a child's situation and the impact upon them and lived experience within the conference setting.
Skills	AF/I	A proven ability to communicate with and promote participation of children and young people and ensuring their voice is at the centre of the conference.
Skills	AF/I/P	Ability to work collaboratively with parents and children and promote co-production.
Skills	AF/I/P	Ability to work collaboratively with a wide range of professionals.
Skills	AF/I	Ability to clearly and effectively challenge other professionals as well as family members while demonstrating respect.
Skills	AF/I	Ability to challenge drift and delay and robustly apply the escalation process to address any concerns.
Skills	I	Ability to quickly analyse information and assess risk in order to provide advice and guidance to those planning safety for the child/ren.



Skills	I	Ability to use systemic, relational and trauma informed practice within a conference setting, ensuring meetings are managed effectively and everyone has a chance to express their views and ask questions.
Skills	I	Ability to offer advice and consultation regarding all aspects of child protection, including thresholds for child protection planning.
Skills	I	Ability to offer constructive de-escalation and dispute resolution skills in the conference setting.
Skills	AF/I	Ability to negotiate and apply diplomacy to achieve the best outcome for children.
Skills	AF/I	Ability to be organised and self-motivated in a fast-paced environment managing many competing priorities.
Skills	AF/I	Ability and willingness to work as part of a team as well as with other colleagues, internally and externally, in a collaborative way, offering support to colleagues and receiving support from them, in order to support and promote Working Together.
Skills	AF/I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Other	AF	Demonstrable commitment to training and Professional development.
Leadership & Management	AF/I	Effectively prioritises and manages their own work, sets



		clear objectives; accepts responsibility and is accountable.
Leadership & Management	I	Inspires others by acting with integrity and role modelling. Giving clear guidance as part of the child protection process.
Leadership & Management	I	Having strong skills in maintaining an overview and being able to analyse progress, to ensure everyone maintains focused.
Leadership & Management	I	Contributes to creating a positive team working environment, which encourages open discussion, innovation and supports performance; builds capacity and empowers staff.
Leadership & Management	I	Demonstrates a sound understanding of quality assurance. Ensures compliance with procedures.
Leadership & Management	I	Challenging poor practice and contributing to quality assurance.
Leadership & Management	I	Able to manage complex situations and dynamics to steer professionals' decision making.
Leadership & Management	I	Influence good practice across the Trust and partner agencies, based on the latest research and legal guidance.
Leadership & Management	I	Auditing activity and reviewing progress on a regular basis.
Leadership & Management	I	Developing areas of special expertise and knowledge in order to represent the Trust in a number of forums, supporting the agenda to improve outcomes for children and young



		people.
	I	Additional support tasks as instructed by Head of Service/Assistant Head of Service.
Relationship Building	AF/I	Successfully builds and maintains an effective relationship with colleagues, external agencies, children and their families.
Relationship Building	I/P	Demonstrates effective interpersonal skills in dealing with people at all levels and from a diverse range of backgrounds.
Influencing & Persuasion	I/E/P	Successfully and sensitively persuades and influences others.
Influencing & Persuasion	I/E/P	Uses a range of techniques to achieve solutions.
Influencing & Persuasion	I/E/P	Actively listens to others, taking time to reflect before responding.
High Level Written & Communication Skills	AF/I	Communicates effectively across a range of contexts including the ability to create and deliver concise and accurate information to a range of audiences, adapting style and content to needs of the audience.
High Level Written & Communication Skills	AF/I/P	Ability to understand and interpret complex written reports and policy documents, including the ability to evaluate the arguments.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.