

Job Description

Assistant Head of Service – Independent Review Service

Job Details	
Grade	6
Number of Posts	2
Department	Safeguarding
Reporting to	Director of Quality Assurance

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

Overview of the role:

To support the Head of Service in providing leadership for Birmingham Children's Trust's Independent Reviewing Service, ensuring the team and wider service is effective, and delivers good outcomes for children and young people.

To manage the effective delivery of the Independent Reviewing Service, by providing co-ordination, oversight and allocation of workloads to a team of IROs.

To ensuring a high quality service by provide consultation support and supervision to a team of IRO. To be lead on tasks to improve function and delivery to raise standards of the service and the practice of individual IRO's in accordance with the Care Planning, Placement and Case Review (England) Regulations (2010), and the IRO Handbook (2010).

Key Responsibilities:

- Use professional knowledge and expertise to facilitate effective and meaningful Group and Individual supervision and Performance Management of a City wide team of Independent Reviewing Officers
- Using the latest research and policy initiatives to drive performance improvement, ensuring any practice and performance issues are addressed and where appropriate brought to the attention of the Head of Service.
- Manage and co-ordinate the day-to-day functions of the team, including monitoring and allocating workloads, having oversight of local performance data and management information.
- Liaise directly with local Team Managers and the Head of Service to highlight, challenge and address performance and practice issues within the service
- Use professional expertise and knowledge to lead service development projects as requested and



<p>deputise for the Head of Service as required.</p>
<ul style="list-style-type: none">• Keep abreast of key policy changes, research and best practice initiatives in respect of children looked after, and disseminate within the team to ensure this informs continuous service improvement.
<ul style="list-style-type: none">• To ensure that the teams statutory review meetings are held within the required timescales, that young people and all relevant family members, carers and professionals are facilitated to contribute in the process.
<ul style="list-style-type: none">• To ensure the effective independent monitoring of plans for Children in Care between reviews, ensuring that care plan continues to meet assessed needs, within agreed timescales and to initiate action when appropriate to do so.
<ul style="list-style-type: none">• To use the Dispute Resolution Procedure to highlight deficiencies in care planning, resource allocation, inter-agency working and/or risk management, and challenge practitioners, managers and senior managers, when care plans do not effectively meet the identified needs of the looked after child.
<ul style="list-style-type: none">• To ensure that arrangements are made for children to access advocacy services, where this is considered appropriate and/or beneficial.
<ul style="list-style-type: none">• To enable and support children and young people to access and make use of the authority's complaints and compliments procedure, as appropriate, monitor and report on the take up of Customer Care Services.
<ul style="list-style-type: none">• Monitor and increase the team's performance in ensuring that the appropriate support is in place for parents and/or carers to participate fully in the review process e.g. interpreter, advocate.
<ul style="list-style-type: none">• To ensure that review processes are child-centred and maximise the potential involvement and participation of children, young people, parents and carers; mediating to resolve disagreements swiftly where necessary
<ul style="list-style-type: none">• To act as a source of expert advice, consultation and mentoring for staff on professional and practice issues relating to Children Looked After.
<ul style="list-style-type: none">• Ensure that administrative procedures are followed and that reports and other documentation are completed and distributed and client records are updated, within the prescribed timescales.
<ul style="list-style-type: none">• To monitor the organisation and efficiency of the Independent Reviewing Service, and to make recommendations to the Head of Service for improvements to the system.
<ul style="list-style-type: none">• To attend meetings with other Independent Reviewing Officers, as required.
<ul style="list-style-type: none">• To work to the objectives for Children in Care as laid down by the Trust's Policy for Children and Families.
<ul style="list-style-type: none">• Ensure that administrative procedures are followed and that reports and other documentation



are completed and distributed and client records are updated, within the prescribed timescales.

- To monitor the organisation and efficiency of the Independent Reviewing Service, and to make recommendations to the Head of service for improvements to the system.
- Undertake such other duties as may reasonably be required of you commensurate with your grade.

Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

Dropdown Options:

Not Required	
Required	X

If Required, what type:

	Children	Adults	Children and Adults
Basic			
Enhanced			X

Will this position have Line Manager responsibility?

Dropdown Options:

Yes	X
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	Essential	Method of Assessment (M.O.A)
Education and Qualifications	Educated to Degree level or equivalent and holds a recognised relevant professional qualification	AF & Q
Education and Qualifications	Direct Social Work Management & Supervision – holds a Social Work professional qualification.	AF & Q
Education and Qualifications	Management development	AF, Q, I
Experience	Substantial experience of frontline practice [minimum five years post-qualified]	AF and I
Experience	Experience of multi-agency working and delivery of services.	AF and I
Experience	Experience of managing and promoting change, considering options, assessing risk and taking forward successful outcomes for children and young people	AF and I
Experience	Experience of budget management.	AF and I
Experience	Experience of supervising social work practice.	AF and I
Experience	Experience of staff management, HR, and dealing with performance, supporting and enabling staff	AF and I
Skills and Abilities	Able to communicate effectively orally and in writing using plain English across a range of	I and P



	contexts including the ability to create and deliver concise, engaging and accurate information to a range of audiences, adapting style and content to needs of audience and checking understanding.	
Skills and Abilities	Evidence of persuasion and influencing skills at management level including over a range of contentious issues	AF and I
Skills and Abilities	Ability to write in plain English, understand and interpret written reports and policy documents, including the ability to evaluate the arguments.	AF and I
Skills and Abilities	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	I
Skills and Abilities	Able to build and motivate a team, creating a positive environment which encourages open discussion and innovation, supports performance, builds capability and enables professional development	AF, I and P
Skills and Abilities	Ability to set clear direction, objectives and responsibilities, assumes accountability and inspires others by acting with integrity – role modelling BEST values	I
Skills and Abilities	Ability to collaborate with and develop staff at all levels of the organisation to achieve a culture of positive challenge and support and enable their professional development	I
Skills and Abilities	Able to hold managers and staff	I

	to account for performance	
Skills and Abilities	Able to professionally challenge and support colleagues and partners across the organisation to secure good outcomes for children and young people	AF and I
Skills and Abilities	Able to create and sustain a culture of learning and accountability, that supports, motivates and enables staff to do their best	AF and I
Skills and Abilities	Able to interrogate and analyse performance data and use it to inform actions	I and T
Skills and Abilities	Able to interrogate and analyse financial data and use it to inform actions	I and T
Skills and Abilities	Willingness to undertake ongoing continuous professional development (CPD) and training, participate in supervision and lead team meetings	I and T

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.

