**Manchester City Council**

**Role Profile**

**Safeguarding and Quality Assurance Officer , Grade 9**

(Child Protection Chair & IRO Role)

**Safeguarding and Improvement Unit, Children’s Services**

**Reports to: Fostering Service Lead.**

**Key Role Descriptors:**

The role holder is a key member of the Fostering Service, contributing effectively to the provision and delivery of a high quality service.

The role holder is responsible for effectively chairing statutory Foster Care reviews. Providing timely and effective, concise minutes with clear plans and actions and decisions.

The role holder will ensure that all meetings are held within agreed statutory timescales and are conducted in a structured and effective way, which also ensure that carers, children and young people are able to contribute effectively.

The role holder will ensure that robust plans are produced which are concise with clear recommendations, which are devised so that child safety is promoted and that all aspects of care, development and protection are considered in all meetings.

The role holder will quality assure and evaluate multi agency plans and reviews to ensure compliance with Care Planning, the IRO Handbook, National Minimum Standards and the local Safeguarding Board Policy and Procedures.

**Key Role Accountabilities:**

Effectively chair Foster Care Annual Reviews, analysing risk and producing SMART plans to safeguard children.

Facilitate the contribution of children, young people and parent/carers in complex meetings through communicating sensitively and effectively

Quality assure, challenge and evaluate the effectiveness of plans including timely use of the dispute resolution process to prevent drift

Effectively resolve conflicts and undertake negotiations with colleagues while maintaining independence and keeping the child’s interest as the paramount factor in making decisions.

Monitor the performance of the Local Authority by setting clear targets via independent scrutiny and oversight of Foster Carer’s cases.

Work collaboratively with partners to deliver high quality single agency and multi agency training in relation to Foster Carers.

Work collaboratively with partners, colleagues and stakeholders to develop single agency and multi agency policy and procedures.

Work independently to evaluate plans and make appropriate decisions which safeguard children and promote their welfare.

Analyse and review Foster Carer Personal Development Plans (PDP’s) to ensure they continue to develop as carers and are able to meet our children and young people’s needs.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Safeguarding and Quality Assurance Officer (Independent Reviewing Officer)** – **Key Competencies and Technical Requirements**

**Behavioural Competencies**

* **Change** – Improving services and making the most of resources to deliver improved outcome.
* **Delivery** – Delivery of high quality services is an essential part of what we do to improve outcomes for children and families.
* **Planning & Organising** - Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Leadership and Management** – The behaviours and actions of the Safeguarding and Quality Assurance Officer determine how we work and what we achieve.
* **Pride in Manchester** – Demonstrating pride in our city.

**Generic Skills**

* **Interpersonal Skills** – Excellent communication both oral and written is crucial for success across all aspects of the role.
* **Analytical Skills** – Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Problem Solving and Decision Making** – Strong decision making skills with the ability to resolve complex issues in a pressurised environment.
* **People/Performance Management** – Establishing clear targets and monitors performance to ensure continuous improvement in service delivery.
* **ICT Skills** – Ability to set up and maintain effective systems to manage information.
* **Policy Skills** – Ability to develop policies that are clear, concise and all encompassing.

**Technical requirements (Role Specific)**

* A Social Work qualification is required and registration with the General Social Care Council
* Experience of providing mentoring and support to colleagues or students.
* To be able to provide an expert service a thorough knowledge and understanding of the legal framework relating to Looked After Children and Care Leavers including National Minimum Standards.
* Seek to gain specialist knowledge and understanding of specific areas of Child in Need, Child Protection and LAC. Be aware of political or legislative changes in relation to and the impact that this may have on operation services.
* Thorough knowledge and understanding of Working Together to Safeguard Children, Care Planning Regulations and relevant guidance and regulations relating to Child Protection.
* Ability and confidence to work constructively with Senior Managers and partners, offering a critical perspective and appropriate challenge.