

Manchester City Council

Role Profile

Safeguarding and Quality Assurance Officer , Grade 9

(Child Protection Chair & IRO Role)

Children's Safeguarding & Review Service, Children's Services

Reports to: Safeguarding and Quality Assurance Manager, Service Lead.

Key Role Descriptors:

The role holder is a key member of the Children's Safeguarding and Review Service, contributing effectively to the provision and delivery of a high-quality progressive service.

The role holder is responsible for delivering an effective safeguarding and review service for children in care and children and young people at risk of harm. This includes ensuring timely, effective, concise minutes with specific, measurable, achievable, relevant and timely plans for children.

The role holder will ensure that all meetings are held within agreed statutory timescales and are conducted in a structured and effective way, which ensure that we co-produce with parents, children and young people and that they are able to contribute effectively.

The role holder will ensure that robust purposeful multi agency plans are produced which are concise with clear recommendations. 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 Cared for Children reviews to ensure compliance with Care Planning, the IRO Handbook, National Minimum Standards, Working Together to Safeguarding Children, the local Safeguarding Board Policy and Procedures.

Key Role Accountabilities:

Effectively chair complex multi-agency child protection meetings, Cared for Children's Reviews, analysing risk, and producing SMART plans to safeguard and achieve permanence for children.

Ensure children are central to the work by facilitating the contribution of children, young people and parent/carers in complex meetings through effective communication.

Quality assure, challenge and evaluate the effectiveness of child protection and multi agency plans including timely use of the dispute resolution process to prevent drift or delay in planning for children and young people.

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 to ensure children are receiving the best service and as a Corporate Parent setting clear outcomes through independent scrutiny and regular oversight of children's plan.

Work collaboratively with partners to deliver high quality single agency and multi-agency training in relation to, Child Protection and Looked After Children.

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.

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.

Role Portfolio

Children's Safeguarding and Review Service provides independent oversight of Children and Young People in Manchester who are cared for, have Child Protection Plans, have a My Safety Plan or involved in a Risk Management Meeting.

We work alongside children, young people and families in a strength-based way. We will build relationships with children, young people and families that are children and young person led.

We will ensure that we can effectively influence and challenge professionals and partners to improve the outcomes for children.

The service is effective in analysing risk and ensuring children's and young people's individual needs are clearly identified and Specific Measurable Achievable Relevant Time-bound plans are produced to safeguard and achieve permanence for children.

The role holder will ensure that they are active in ensuring plans are purposeful and recommendations are co-produced with families and partners, which are clear and focused on meeting children's and young people needs. The role holder ensures plans promote the key outcomes for children and young people that they are happy, healthy, safe, successful, have clear permanence plans and measure impact.

The role holder will review and monitor the child's progress on an ongoing basis throughout their involvement and raise with relevant professionals any concerns regarding the assessment, planning, arrangements and/or permanence for children and ensure resolution.

The role holder will be part of the quality assurance framework to influence and drive practice improvement throughout the service and wider Children's Services workforce. This includes being accountable for our own performance.

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

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.

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 several different sources.
- **Problem Solving and Decision Making** – Strong decision-making skills with the ability to resolve complex issues in a pressurised environment, with confidence and diplomacy.
- **People/Performance Management** – Establishing clear targets and monitoring 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 specific to role.

- A Social Work qualification is required and registration with the Social Work England.
- 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 Cared for children by the Local Authority. 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.