



Role Profile

REVIEWING SERVICE MANAGER

Reference No.	A4803	Type	Individual
Service	Children & Families		
Job Family	Service Manager 1	Grade	FC11

Purpose

Lead and manage the Children and Family Social Work Reviewing Service, responsible for the development and delivery of high-quality planning and decision making for C&YP across the multi- agency partnership.

Lead responsibility for quality assurance through multi-agency reviewing systems in child protection and for C&YP who are looked after and accommodated or provided with accommodation in aftercare planning. Lead and embed good practice standards across child protection and for C&YP looked after and accommodated.

Responsible for the development and delivery of effective engagement and involvement of C&YP and families in planning and decision-making processes in their family and wider planning for children services in Fife. Responsible for management and supervision of the Lead Officer for the Corporate Parenting Board and associated staff.

Responsible for supporting the work of the corporate parenting board and evaluative activity designed to support the Corporate Parenting Plan

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking managerial leadership to ensure the effective delivery of the Reviewing service and Corporate Parenting Board Team within the Children & Families Social Work Service in Fife. Leading on the development and implementation of key reviewing processes for C&YP in Fife (Child protection and looked after) within national and local policy and guidance. Developing

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 10, which includes an Honours Degree in Social Work or equivalent

Member of Scottish Social Services Council

Extensive post qualifying experience in relevant field

E **D**

✓	
✓	
	✓

E = Essential Criteria D = Desirable Criteria

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and delivering transformational change across the partnership to meet statutory requirements for Corporate Parenting.	Experience of managing work in relevant discipline Management training/qualification Ability to provide a regular and effective service Leadership and performance management skills	✓ ✓ ✓ ✓	
Exercising responsibility for the governance of practice standards within the reviewing service and corporate parenting. Maintaining the workload capacity of the team to meet statutory requirements, regulations and guidance.	Experience of operating systems of monitoring and evaluation to assess team performance.	✓	
Ensuring effective collection and interpretation of necessary performance data and quality assurance measures. Using the results of audit and research functions to inform policy, service development and improvement activity, providing regular data and analytical reports on performance and communicating key findings across the partnership.	Knowledge of relevant national policies and their implications for service development Quality assurance skills and expertise	✓ ✓	
Collaborating with senior stakeholders both internal and external to the Council to ensure the quality assured delivery of reviewing systems in child protection and for C&YP who are looked after and accommodated. Promoting a person-centred C&YP focus across the multi- agency partnership.	Partnership Working skills	✓	
Working autonomously within C&F policies and procedures. Contributing and leading the review of systems and processes to support practice change across the system, involving key stakeholders including C&YP.	Policy and Practice expertise and skills	✓	
Undertaking Budgetary responsibilities and being authorised signatory for both Reviewing Service and Corporate Parenting and making budget plans in liaison with the Social Work Service Manager.	Experience of managing or monitoring budgets		✓
Providing regular data and analytical reports on the performance of the reviewing service, communicating key findings across the partnership.	IT skills in relevant software packages including MS Office	✓	
Investigating and resolving complaints from various sources.	Experience of managing complaints	✓	
Acting, where appropriate, as the responsible officer under Health and Safety legislation ensuring risk assessment are carried out and all staff are aware of the policies and procedures.	Knowledge of Health and Safety issues (including risk assessments) Experience of Data Collation and Information Management	✓ ✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.