

REVIEWING OFFICER				Purpose			
Reference No.	I519.02	Type	Individual	<p>Fife Council's Looked After Children (LAC) Reviewing Service plays a fundamental role in the Children and Families Social Work Service, by ensuring that all Looked After Children are reviewed within statutory timescales and that the needs of these children are being met.</p> <p>There is a clear responsibility to ensure that the needs of the most vulnerable children are being met.</p>			
Service	Children & Families						
Job Family	Professional 3	Grade	FC9				
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>				<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>		E	D
<p>Chairing reviews for Looked After Children and Pathway reviews for care experienced young people, ensuring that a high quality service is offered.</p>				<p>Educated to SCQF level 10, which includes an honours degree in Social Work or equivalent</p>		✓	
				<p>An accredited post-qualifying award (e.g. Certificate in Child Protection Studies, Mental Health Officer Accreditation, Practice Teacher Award, etc.)</p>		✓	
				<p>Registration with SSSC (Workers must be registered with the Scottish Social Services Council (SSSC) or re-register within six months of start date in this role)</p>		✓	
				<p>Ability to provide a regular and effective service (Deliver results) – See 'How We Work Matters' Framework</p>		✓	

Role Profile

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Acting as an Independent Chair for Initial and Review Child Protection Case Conferences, ensuring the child's needs are met and any evident risk reduced, organising conferences.	Experience of facilitating, chairing and planning LAAC reviews or Foster Care Reviews and Child Protection Case Conferences Specific training in Chairing or Facilitation of meetings	✓	✓
Monitoring and maintaining standards in respect of both the quality and effectiveness of the reviewing process, and actively contributing to the quality and monitoring of child protection practice.	Knowledge of the Law as it relates to child care and children and families services	✓	
Undertaking meetings directly with children, where required, at home, in relation to key processes.	Ability to attend meetings throughout Fife Interpersonal skills Experience of working with vulnerable children and their families (Focus on customers)	✓ ✓ ✓	
Making effective contributions to child protection processes.	Experience of local and national policies, procedures, guidance and the legal framework for practice in reviewing looked after children, Foster Carers and in child protection work	✓	
Ensuring that the Reviewing Service operates with reference to the relevant statutory regulations and guidance, with respect to young people in the Looked After system, including those receiving respite care.	Knowledge of local and international research and practice developments, to inform the practice and development of the Reviewing Service.	✓	
Ensuring that Foster Carers are reviewed independently and with professional scrutiny relating to performance and quality.	Knowledge of professional practice models and standards	✓	
Providing an arms-length professional scrutiny of services and planning for young people who are Looked After or subject to Child Protection Conference,	Knowledge of service policies, procedures and resources Supervisory skills	✓ ✓	

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Ensuring that young people's individual needs are met and that plans are progressed within the appropriate timescales.	Time management skills	✓	
Ensuring that young people and families have a genuine say and meaningful involvement in the decision-making process of reviews and case conferences.	Experience of working within Family Placement Services		✓
Contributing to the quality and monitoring of child protection practice, highlighting any concerns regarding the quality and effectiveness to the management team.	IT skills (Embrace technology and information)	✓	
Actively participating in team meetings.	Team working skills (Work together)	✓	
Developing and maintaining positive links with all other agencies involved with reviews and case conferences.	Experience of multi-disciplinary working and liaison with a range of agencies	✓	
Developing and promoting effective working relationships with other parts of the Children & Families and Criminal Justice Service.	Partnership working skills	✓	
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				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results