

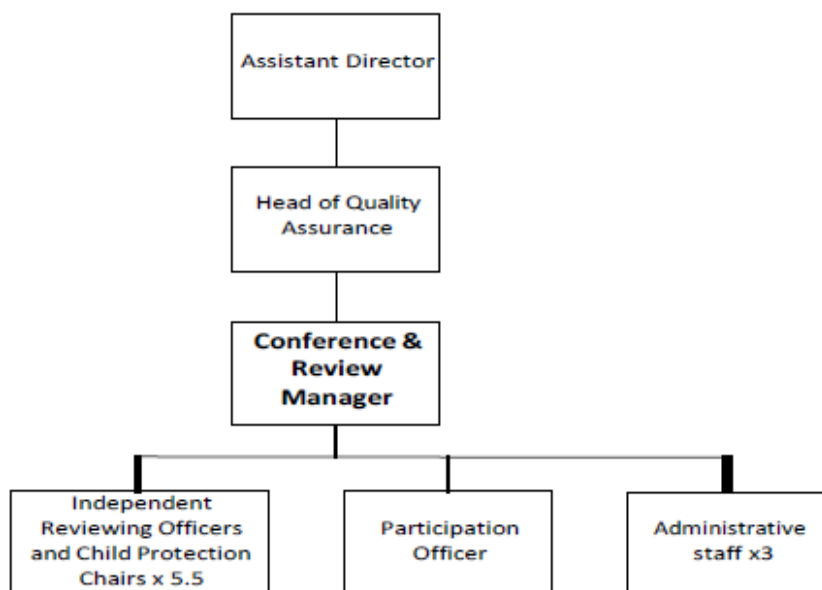
JOB DESCRIPTION

Job Title:	Conference and Review Manager		
Directorate:	People	Salary:	£62,406 - £64,578 FTE plus £706 London Weighting and £963 Essential Car User Allowance
Section:	Commssioning	Grade:	BG-C, SCP52-54
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To manage the Conference and Reviewing Team which includes the Conference Chairs (CPC), Independent Reviewing Officers (IRO), Participation Officer and business support staff, providing skilled and experienced professional leadership and practice knowledge to the team, to case managing teams and to partners.
- To ensure the council's responsibilities, legal obligations and statutory duties are fully met and properly discharged in order to safeguard children and to be an effective corporate parent.
- Contribute to the strategic management of services; develop and implement standards to ensure a cohesive and high performing workforce which embraces cultural change and strengths-based practice.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To provide strong leadership for the service area, based on a clear vision of the outcomes to be achieved for children on child protection plans, looked after children, allegations against staff and volunteers, quality assurance and the ways in which this will be done.
2. To advise, devise, implement and manage change in relation to safeguarding and child protection. To lead on the development and implementation of a strategic direction in safeguarding and child protection for the service area. This will include management of and overall supervisory responsibility for CPCs and cover arrangements in respect of the LADO function.
3. To have an innovative approach to change to ensure the team and the service provided embraces change and new ways of delivery. This includes advising, devising and implementing change in relation to care planning for looked after children.
4. To lead the development and implementation of a strategic direction for looked after children for the service area. This will include management of and overall supervisory responsibility for IROs.
5. To manage and oversee a robust and responsive participation offer to our children and young people including our care leavers.
6. To ensure the service has effective operational and strategic relationships with children social care, other council departments, partner agencies and the third sector, with regard to looked after children and safeguarding and child protection. This will include development of strategies to improve performance.
7. To co-ordinate the management information systems which capture all necessary input, output, outcome and budgetary information necessary to manage the service effectively and contribute to departmental planning.
8. To ensure that plans are in place for all looked after children and those with child protection plans. To ensure that these plans are monitored so that they are fit for purpose and scrutinising them to keep children safe, and any delays in implementation are addressed by the relevant manager.
9. To maintain effective monitoring and quality assurance within the team to ensure CLA reviews, child protection conferences and allegations against staff and volunteers are conducted in accordance with policy and regulations and to the standards set within the service and council.
10. To provide advice and consultation to departmental staff and managers on case work and to record such advice.
11. To maintain a detailed and thorough knowledge of all relevant government policy, legislation, statutory guidance and evidence from research and ensure that the practice and operational standards across children social care in relation to child protection and looked after children are complied with and policies and guidance updated as necessary.
12. To directly contribute to the Quality Assurance Framework (QAF). To maintain processes and mechanisms for measuring, reporting on and monitoring, to assure and improve the quality of practice within the team and across children social care.
13. To Chair the 9 months plus conference panels and scrutinise decision making where there is a lack of progress.
14. To manage a budget and be accountable for value for money expenditure

15. To work with partner agencies across the council to collaborate on providing the best service for children and families
16. To produce monthly, quarterly and annual reports for the Executive Director-Children and for the Bracknell Forest Safeguarding Board
17. To network at a national level and attend both national and peer forums.
18. To ensure that services are delivered within the framework of the council's equality and diversity policy, and role models the council's values and behaviours.
19. To undertake any other duties consistent with the nature and level of this post.

Scope of role

- This is a demanding post requiring extensive experience, operational and managerial skills in order to ensure that the service meets its statutory requirements and is ambitious for children and families.
- To manage a team of managers and ensure they are held to account for their decision making and threshold application for their relevant areas of responsibility.
- To support the Head of Service with implementing the strategy and objectives for the team.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Professional qualification in social work</p> <p>Registered with Social Work England as a social worker.</p> <p>Evidence of continued professional development</p> <p>Substantial post qualification experience in statutory childcare (including child protection work) and working at management level. Experience of working in a multi-ethnic community.</p> <p>Experience of managing work relating to children on child protection plans and looked after children, chairing child protection conferences and CLA Reviews and other planning meetings about them.</p> <p>Experience of managing allegations against staff and volunteers.</p>	<p>Management Qualification</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Knowledge of relevant legislation, guidance, government policy and initiatives, good practice and research findings, as well as the main developments relevant to the service area in key partner agencies.</p> <p>Ability to provide strong leadership and clear vision. Ability to manage, develop, inspire and motivate staff.</p> <p>Ability to manage organisational and practice change and development. Ability to manage projects.</p> <p>Forward thinking and innovative.</p> <p>Ability to manage the decision-making processes on complex cases throughout Children's Social Care.</p> <p>Ability to develop and maintain a quality service for service users, using performance management to deliver improvements and provide management information.</p>	

	<p>Ability to liaise constructively with service users and professionals from a wide range of disciplines and agencies.</p> <p>Committed to providing a service that respects children and young people's rights.</p> <p>Ability to understand the principles underpinning an Equal Opportunities Framework and to promote fair employment practice and service delivery.</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Ability to communicate effectively with a wide range of people in a wide range of circumstances</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence through the medium of English applies. This means the ability to converse easily with the public and respond effectively to questions.</p> <p>Flexibility and adaptability responding to business needs, pressures and requirements.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

