

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Service Manager - Safeguarding	<b>Grade:</b> MG2
<b>Section:</b> Children's Social Care	<b>Directorate:</b> Wandsworth Children's Services
<b>Responsible to following manager:</b> Assistant Director (Practice Standards and Principal Social Worker)	<b>Responsible for following staff:</b> <ul style="list-style-type: none"> <li>• x7 Independent Reviewing Officers</li> <li>• x1 Fostering IRO</li> <li>• x1 Local Authority Designated Officer (LADO)</li> </ul>
<b>Post Number/s:</b>	<b>Last review date:</b> May 2024

### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

### Job Purpose

The purpose of the role is to provide strategic and operational leadership, supervision and oversight to child protection plans and conferences, child looked after care plans and reviews, foster carers support plans and reviews and allegations into concerns

about trusted adults; ensuring these are timely, of a high standard, in line with statutory requirements and contribute to keeping children safe.

The aim of this service delivery is to both support the improvement and quality of practice with children and families, ensuring this is in line with our Outstanding Practice Framework which privileges and resources practice to enable children to be cared for within their families, reducing and preventing the need for children to come into the care of the local authority and supporting safe return home.

This post has responsibility for the supervision of Independent Reviewing Officers who undertake all aspects of work in relation to child protection conferencing and looked after children, as well as a Fostering Independent Reviewing Officer and LADO.

The postholder has strategic and operational quality assurance responsibilities and key aspects of the role are to drive practice quality and improvement, ensure effective performance management of the service to drive improved outcomes for children and young people and multi-agency influence to drive changes needed.

There is an expectation that the postholder will undertake work directly with children and families relevant to the role as required.

### **Specific Duties and Responsibilities**

1. Provide leadership with a clear vision for the service aligned to the Outstanding Practice Framework (OPF), with clarity of practice expectations and outcomes to be achieved.
2. Promote high standards of practice in planning and reviewing arrangements for the protection and care of children.
3. Assure high standards of practice in relation to practice and quality assurance of child protection and care plans and LADO enquiries.
4. To deliver services in line with quality assurance framework through both challenge and identification of learning. Including undertaking quality assurance activities.
5. Ensure key performance indicators and performance targets are met or exceeded and establish plans to improve performance where required.
6. To contribute to the wider quality assurance function across Children's Social Care and Wandsworth Safeguarding Children Partnership (WSCP), including contribution and membership of WSCP working groups.
7. Support the statutory functions relating to serious child safeguarding incidents and LCSPRs. To include IMRs and participation in Rapid Reviews and LCSPRs as required.
8. Provide leadership and safeguarding advice to the Council and wide-ranging partner agencies in relation to their statutory responsibilities for safeguarding children arising from the Children Act 2004, Working Together to Safeguard Children 2023,

London Safeguarding Procedures, IRO Handbook, LADO practice standards and associated guidance.

9. Champion high standards of planning for children looked after, including early permanence planning; to promote strong links with Foster Carers, Virtual School, Designated Drs/Nurses for children looked after, and the Children in Care Council.
10. Ensure the IRO Service fulfils all statutory requirements within IRO Handbook and Care Planning Regulations 2010 and has improving outcomes for children at the centre of all its work. To deputise for the Assistant Director of Practice Standards and Principal Social Worker for both council and Wandsworth Safeguarding Children Partnership business.
11. To manage and lead multi-agency project groups on behalf of WSCP and the Council as required.
12. To chair complex, high level strategy meetings, allegations against professional's strategy meetings, disruption meetings when permanent fostering and adoptive placements have broken down, Child Protection Conferences or Looked After Children Reviews when required.
13. To develop and prepare annual/quarterly reports about Corporate Parenting, the IRO service, quality assurance and performance including audit for the Council and WSCP. This will include the statutory annual report on the work of the IRO Service.
14. To lead and manage the role of Fostering Independent Reviewing Officer including foster carer reviews, allegation reviews and cause for concern meetings. To deliver this to a high standard, ensuring areas for practice improvement are identified and responded to.
15. To lead and manage the role of Local Authority Designated Officer responsible for the management of allegations against professionals and volunteers who work with children.
16. To ensure a high level of knowledge and awareness of the function of the LADO across multi-agency partners and voluntary organisations and referrals to the LADO service.
17. To maintain oversight of all LADO cause for concerns and allegations, ensuring they are processed at the appropriate level; including facilitation of enquiries that are timely and in accordance with London Safeguarding Children Procedures and local practice standards.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people and vulnerable adults	X		A / I

Strong working knowledge of Working knowledge of Children Act 1989 and 2004, National Practice Framework, London Safeguarding Procedures, Working Together to Safeguard Children, IRO Handbook 2010. Care Planning, Placement and Case Review Regulations (England) 2010 Children Act 1989 guidance Volume 2 Care Planning, Placement and Case Review, & LADO Practice Standards.	<b>X</b>		<b>A / I</b>
Best practice in managing allegations against professionals/persons in positions of trust with reference to Chapter 7 LCPP, Keeping Children Safe in Education 2020 and any other relevant guidance or practice direction.	<b>X</b>		<b>A / I</b>
Demonstrable understanding and application of anti-discriminatory and anti-racist practice.	<b>X</b>		<b>A / I</b>
Knowledge of national policy, strategy and developments regarding children's social care, and areas that impact on children's social care.	<b>X</b>		<b>A / I</b>
Knowledge of relevant theoretical frameworks, practice models and research findings, and their contribution to best practice in children's social care.	<b>X</b>		<b>A / I</b>
Knowledge of "outcomes" concepts, quality assurance methodology and change/project management techniques.	<b>X</b>		<b>A / I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Substantial experience of management and practice leadership within children's social care services and specialist targeted services	<b>X</b>		<b>A / I</b>
Substantial experience of the operation of key statutory processes and the operation of child protection procedures.	<b>X</b>		<b>A / I</b>
Experience of developing, embedding and managing new teams or projects within a children's social care environment.		<b>X</b>	<b>A / I</b>
Experience of child protection and children looked after social work including management. This will include court work and planning for children.	<b>X</b>		<b>A / I</b>
Provision of advice, support and guidance to social workers and partner agencies on a range of safeguarding issues including allegations against persons in positions of trust	<b>X</b>		<b>A / I</b>
Experience of risk management, decision making and planning for children within a pressured, fast moving environment	<b>X</b>		<b>A / I</b>

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Able to provide strong leadership and clear vision; to inspire and motivate staff.	<b>X</b>		<b>A / I</b>
Able to manage individuals and teams through change	<b>X</b>		<b>A / I</b>
Able to establish effective partnerships (in terms of strategic planning and operational service development) with statutory and non-statutory organisations and agencies, children and carers.	<b>X</b>		<b>A / I</b>
Able to manage organisational and practice change and to lead and manage projects effectively and overcome obstacles.	<b>X</b>		<b>A / I</b>
Able to establish, develop and manage effective multi-agency / disciplinary working.	<b>X</b>		<b>A / I</b>
Able to control and forecast budgets and achieve value for money in service planning and delivery.		<b>X</b>	<b>A / I</b>
Able to think and plan strategically and analyse complex information and/ situations effectively.	<b>X</b>		<b>A / I</b>
Able to demonstrate initiative, self-motivation and strong management practice in driving good outcomes and continuous improvement	<b>X</b>		<b>A / I</b>
Able to effectively chair complex safeguarding meetings	<b>X</b>		<b>A / I</b>
Ability to provide assertive challenge, support, advice and consultation to teams and services within the Council and externally across a wide range of contacts and relationships with key statutory and non-statutory partners	<b>X</b>		<b>A / I</b>
Ability act with autonomy using experience and knowledge of legal framework, learning from CSPR/SCRs, audits and research	<b>X</b>		<b>A / I</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Social work qualification and professional registration with Social Work England.	<b>X</b>		<b>A / I / C</b>
Post graduate level qualification in leadership or management or equivalent		<b>X</b>	<b>A / I</b>
To have kept up to date with research and best practice, evidenced through substantial professional development.	<b>X</b>		<b>A / I</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**