

Job Profile

Independent Reviewing Officer

Grade: 11

Updated: January 2026

About the Job: As an Independent Reviewing Officer (IRO), you will chair Child in Care Review Meetings, ensuring these are completed within statutory timescales and to the highest of standards of care and respect. This role is central to promoting the wellbeing, voice and rights of every child in our care. You will also contribute to the continuous development and improvement in service quality, undertaking a range of quality assurance tasks.

This is what we need you to do...

Be responsible for the co-ordination and independent chairing of Child in Care Review Meetings, ensuring that the focus centres on the needs of children and young people.

Fulfil the responsibilities as laid out in the IRO Regulations and guidance.

Ensure Child in Care Reviews are thoughtfully planned, sensitively chaired and accurately recorded, reflecting each child's unique needs and circumstances.

Actively monitor progress of care plans between reviews, ensuring timely permanence is achieved, identify delays and work to resolve issues promptly, escalating through the Progress Resolution Pathway where appropriate.

Provide constructive feedback on practice, highlighting both areas of concern and examples of good practice to Social Workers and their managers. Acting as critical friend to support continued improvements towards best practice.

To participate in a range of quality assurance activity as required to improve standards.

Champion equality, diversity and inclusion by recognising and responding to each child's identity and needs, including race, religion, culture, ethnicity, disability and sexual orientation.

To escalate to the highest authority within the County Council and to the Child and Family Court Advisory Support Service (CAFCASS) where appropriate in line with our escalation policy.

Ensure children, young people and their families/carers are meaningfully involved in the review process and that their voices are central to decision making.

Inform children of their rights to advocacy and legal representation and to inform children and their parents/carers of their rights to make complaints to the local authority.

Collaborate with professionals across agencies to strengthen safeguarding and care standards.

Contribute to service improvement by sharing insights through quality assurances tools and maintaining strong links with operational teams.

Promote health and safety, recognising it is the responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service specific procedures / rules that apply to this role.

Special Conditions:

This post requires an enhanced Disclosure and Barring Service (DBS) check. You must have access to a vehicle or the ability to travel to fulfil the duties of this role. You must be a registered social worker

Monitoring and Development:

As part of your annual appraisal, outcome-based targets will be agreed with you and will supplement this job profile. This job profile will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

The ideal candidate will have:

Experience At least 5 years post-qualifying social work experience. Experience of social work in child protection and working with children in care, including legal proceedings. Experience of chairing meetings and managing conflict. Experience in management and/or supervision within a children's social care team. Experience with quality assurance systems.	Behavioural Attributes Personal credibility to provide leadership. Calm and resilient under pressure, maintaining focus on the child's best interests, when working in a pressurised environment. Emotionally resilient. Organised and able to meet tight deadlines, while remaining adaptable to changing priorities. Able to respond to a changing pattern of demand at work, which can be unpredictable and unplanned requiring shifts of priority. Actively listens and responds to others' views and concerns. Skilled in influencing change and promoting improvements; undaunted by tough challenges. Able to constructively challenge accepted practices; identify, think through & appropriately articulate improvements; able to influence others to gain acceptance for ideas. Builds positive relationships and support collaboration at all levels.
Knowledge, Skills and Understanding Strong knowledge and understanding of permanence planning and Child Protection practice. Comprehensive knowledge of legislation and guidance. Ability to communicate effectively with children and young people. Skilled in producing clear, child-focused records of care plan reviews. Ability to evaluate plans and make appropriate decisions that safeguard and promote children's welfare. Confident and highly skilled in chairing complex multi-disciplinary meetings including children, their parents and carers and resolving conflicts constructively. Competent in using computerised case recording systems. Strong organisational skills and ability to manage time effectively, working within timescales. Ability to work collaboratively with senior managers, offering constructive challenge and insight.	Education & Qualifications Diploma in Social Work, CQSW, or equivalent. Evidence of ongoing professional training and development in line with the requirements as set out by Social Work England. Driving licence.

There are a number of generic requirements that are applicable to all employees within the council. These can be found at the following link:
<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>