

# Kent County Council

## Job Description: Practice Review Officer

---

<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Kent Safeguarding Children Multi-agency Partnership</b>
<b>Grade:</b>	<b>KR 09</b>
<b>Responsible to:</b>	<b>System Improvement Manager, Kent Safeguarding Children Multi-agency Partnership</b>

### **Job Purpose:**

The Practice Review Officer primarily supports the child safeguarding practice review processes within the Kent Safeguarding Children Multi-agency Partnership (KSCMP). The postholder will facilitate the Rapid Reviews, support Local Child Safeguarding Practice Reviews from commissioning to completion, and project manage the delivery of the relevant aligned action plans, monitoring and tracking the impact of the actions undertaken by partner agencies.

The postholder will contribute to, and assist with, the dissemination of systemic learning from child safeguarding practice reviews and other serious child safeguarding issues for the purpose of improving the child safeguarding system of the KSCMP.

### **Main duties and responsibilities:**

1. To manage defined activities relating to the Rapid Review process, including facilitating meetings, liaising with safeguarding partners and other organisations, and supporting the completion of key documentation within statutory (time sensitive) timeframes..
2. To support and manage tasks relating to the different stages of the Local Child Safeguarding Practice Review (LCSPR) process, including requests for independent management reports, agency authors' briefings, Panel meetings and practitioner events.
3. To track and monitor the outputs arising from reviews and assist with the evaluation of the effectiveness of review actions.
4. To contribute to, and assist with, the dissemination of learning and information to specified professionals across the partnership. To communicate and present information in a manner accessible to all partners and a variety of audiences in various settings.
5. To work closely with colleagues in the Business Team to deliver the priorities of the KSCMP, including responsibility for assisting with the functioning of any of the KSCMP subgroups.
6. To be responsible for identifying issues and making recommendations relating to child safeguarding practice review processes or policies of the partnership.
7. To develop a plan and carry out horizon scanning of national and local child safeguarding practice review learning to inform improvement of local processes and systems.

8. To work constructively as a member of the Business Team, providing advice and acting as a point of contact for practice reviews, sharing knowledge and maintaining professional development to ensure understanding of the KSCMP processes.
9. To engage positively with all the stakeholders of the KSCMP arrangements which operate at different levels.
10. To maintain a high level of data quality and record keeping in line with KSCMP partnership arrangements. Work in accordance with policies and procedures and the statutory frameworks, which govern confidentiality and data protection, information sharing.
11. Any other responsibility commensurate with the role.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Practice Review Officer

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 5 diploma (or equivalent) in childcare, Health, Social care, Youth Justice, Education, Youth Work or a relevant field, with experience in a relevant role or evidence of relevant experience.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working at a strategic level and/or have the requisite experience to make this transition.</li> <li>• Extensive experience of project management and the ability to deliver outcomes within tight deadlines.</li> <li>• Supervisory experience</li> <li>• Experience of the child safeguarding system and of working in a multi-agency arena/environment.</li> <li>• Experience of using IT and electronic case management systems.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to review information to identify key patterns and trends.</li> <li>• Ability to build and develop effective working relationships across a wide range of internal and external partners.</li> <li>• Ability to prioritise, forward plan and work effectively on own initiative.</li> <li>• Ability to lead and motivate a team.</li> <li>• Excellent personal resilience to respond to challenges.</li> <li>• Ability to contribute to, and lead on a range of partnership related projects.</li> <li>• Sound organisational and project management skills.</li> <li>• Excellent communication skills - verbal, written and presentation of complex information to a range of audiences.</li> <li>• Ability to be flexible in approach adapting to emerging priorities.</li> <li>• Organisational abilities and accurate record keeping</li> <li>• Able to work collaboratively with partners and team members to achieve business objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work with the minimum of supervision seeking line management advice as required.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of the financial procedures appropriate to the job.</li> <li>• Knowledge and understanding of the statutory safeguarding partners responsibilities.</li> <li>• Knowledge and understanding of relevant policies, processes and legislation as they relate to child safeguarding practice reviews.</li> <li>• Sound knowledge of Kent safeguarding procedures and threshold criteria.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge.</li> <li>• We are <b>curious</b> to innovate and improve.</li> <li>• We are <b>compassionate</b>, understanding and respectful to all.</li> <li>• We are <b>strong together</b> by sharing knowledge.</li> <li>• We are all <b>responsible</b> for the difference we make.</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile.</p> <p><b>Curious</b> - constantly learning and evolving.</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all.</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent.</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions.</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making.</p>