

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 02362

Service Area: ACCW

Grade: G10

Job Title: Independent Management Review Co-ordinator

PURPOSE OF JOB:

This role will require the post holder to co-ordinate Independent Management Reviews (IMR's) within the Adult Care and Wellbeing Directorate in response to Serious Adult Reviews (SAR's), Domestic Abuse Related Death Reviews (DARDR's) Domestic Abuse Related Death Reviews (DARDR's) and other Multi-agency reviews.

These multi-agency reviews are coordinated by the strategic safeguarding boards and there will be a requirement for the post holder to attend related board meetings and also feedback learning and actions to the Adult Care and Wellbeing Quality and Safeguarding Board.

The purpose of the reviews is to determine what relevant agencies and individuals involved could have done differently that could have prevented harm or a death from taking place to inform future service and practice development.

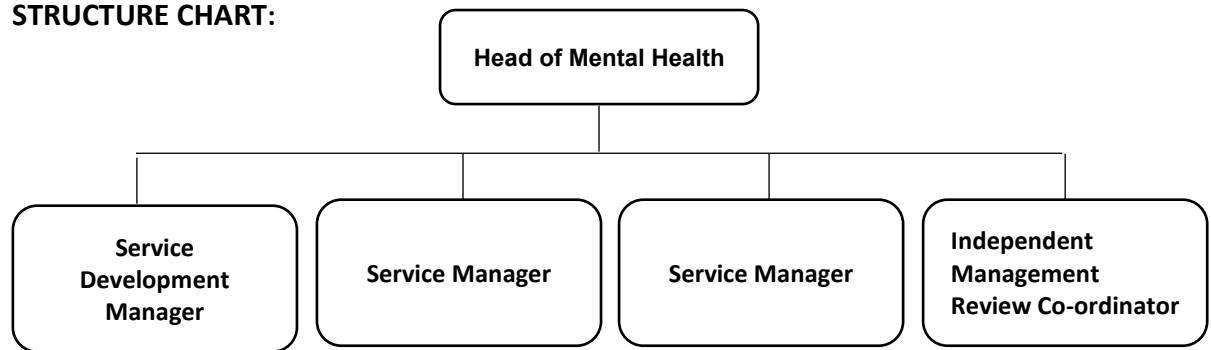
The post will work to the Head of Mental Health but will also need to work closely with respective lead professionals to progress organisational learning and development within LCC but also within partner organisations.

The post holder will lead on the co-ordination and completion of Chronologies, coordinating the IMR process and completing the IMR Reports with findings and recommendations for the Adult Care Quality and Safeguarding Board to consider and present the relevant information within meetings.

The post holder will also contribute to multi-agency Safeguarding Audits and will attend related challenge and learning days.

The role will operate within a specific legislative framework including the Care Act 2014 (updated 2015) and ensure the effective management of the current demand for SARs, DARDR's and alternative reviews.

The exact issues to be addressed in each (IMR) will be identified by the Terms of Reference provided by the relevant Review Panel.

STRUCTURE CHART:**MAIN DUTIES:**

1.	The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below: • To input to Serious Adult Reviews, Domestic Abuse Related Death Reviews and other Independent investigations on behalf of Adult Care; • Attending and contributing to SIRGA Meetings, SAR Panels, DHR meeting and other strategic board meetings related to the reviews; • Leading on Independent Management Reviews for Adult Care; • Carrying out desk top review; • Meeting and interviewing Adult Care and Wellbeing professionals; • Collating and reporting chronologies of events; • Report writing; • Presenting findings. Making recommendations for learning and development.
2.	To provide regular updates to the Head of Mental Health to ensure that issues relating to the reviews are escalated: • Provide expert advice and guidance as appropriate for reviews being carried out; • To conduct reviews in accordance with the following LSAB principles; • Positive reflection; • Timeliness; • Impartiality; • Thoroughness; • Openness and Accountability; • Sensitivity; • Confidentiality. • Demonstration of the Council's Core Abilities (at the relevant level) • Personal Leadership; • Being Future Focused; • Political and Commercial Astuteness; • Supporting a High Performing and Flexible Workforce; • Drive for Results.

3.	Collaboratively work with stakeholders and other agencies in developing and maintaining relationships to enhance cross working and communication in the Safeguarding of vulnerable adults whilst also demonstrating a high level of confidentiality within the remit of information sharing agreements.
4.	Produce well written, objective and learning focussed IMR reports. To include key findings and recommendations for improving future practice and service provision.
5.	Contribute to the Council's statutory and legal obligations in conducting serious incident reviews.
6.	To assemble chronologies of the councils' involvement in cases and carry out interviews with those involved to gain reasoning behind actions taken.
7.	Operate within frameworks for Quality Assurance and safeguarding Adults and Children, using LSAB agreed appropriate performance standards and review processes.
8.	Ensure Council resources are optimised and utilised effectively and efficiently.
9.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
10.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
11.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
12.	As an employee, create a positive image of the County Council.
13.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
14.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct, in order to uphold and identify standards of best practice.
15.	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers.
16.	Assisting with LSAB, LSAB, DASMB and other multi-agency Audits and presenting findings and learning to related board meetings. Sharing learning and opportunities for organisational development with lead professionals and safeguarding teams.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Ability to carry out complex and wide-ranging work across a variety of disciplines and specialist areas.	A,I	✓	
Hold a relevant professional qualification at degree level or equivalent, which is registered with the appropriate body.	A,I	✓	
Have a minimum of 5 years' experience of working in Health or Social Care services.	A,I	✓	
Good Organisational Skills and a high level of detail and accuracy.	A,I	✓	
Able to exercise discretion in handling matters of a personal, sensitive, and confidential nature and the safe handling of sensitive operational information.	A,I	✓	
Effective time management and prioritisation skills and the ability to meet timescales without supervision.	A,I	✓	
Good interpersonal skills to be able deal courteously with enquiries.	A,I	✓	
Research and analytical skills and ability to recognise if research needs to be expanded when links are found to other families/victims.	A,I	✓	
Decision making skills to support all the information to make safeguarding decisions.	A,I	✓	
Good IT skills to support this research and produce research documents on templates for meetings.	A,I	✓	
Excellent knowledge of legislation around safeguarding, MCA, MHA, Care Act and Domestic Abuse.	A,I	✓	
Excellent report writing skills.	A,I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Independent Management Review Co-ordinator
Identifier	02362
Director Area	Adult Care and Community Wellbeing
Service Area	Adults Safeguarding
Section	Specialist Adult Services
Score	568
Grade	Grade 10

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	6
Decisions - Discretion	4
Decisions - Consequences	3
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skill	6