Recruitment Profile

Post number	13070
Position title	Child Protection and Reviewing Officer
Grade	9A
Department	People
Location	Public Protection Unit, Langlee Complex, Marigold Drive, Galashiels
Salary/Rate of Pay	45,153.19 - £48,766.68
Hours of work	1x35 and 1x32 hours
Weeks per year	52.1428
Number of staff responsible for	0
Reports to post number	Team Leader - Child Protection
Registration requirements	SSSC Registration essential
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Temporary
Contract end date	1x 35 hours temporary until 01/06/2027 or earlier return of post holder and 1x 32 hours temporary until 24/12/2027 or earlier return of post holder
Reason for temporary vacancy	Maternity Cover
Disclosure status	PVG Children
Political restrictions	No
Role profile number	SC 7A
Business World post status	Permanent
Work pattern	Monday - Thursday: 8.45am-5pm Friday: 8.45am-3.45pm
Vacancy number	SBO10539
Closing date	25/11/2026

Role purpose

-To assess allegations of child abuse and neglect and determine whether, and how, to instigate child protection procedures between social work staff and other agencies, and to line manage the investigation.
-To determine, in consultation with senior social workers/team leaders, the outcome and agreed actions from IRD (Interagency Referral Discussion).
-To undertake briefings and debriefings for SCIM (Scottish Child Interview Model) Joint Interviews and, alongside police, complete evaluations of SCIM Joint Interviews.
-To undertake the role of duty CPRO on a rotational basis and conduct IRDs within timescales and follow through on agreed actions with regard to progression through child protection procedures
-To chair and provide professional advice to Child Protection Planning Meetings and statutory reviews of looked after children, thereby ensuring an effective child protection/outcome based plan is in place for all children identified as being at risk of significant harm or living away from home.
-To ensure the provision of high quality risk assessment, decision making and planning at Child Protection Planning Meetings and Looked After Children's Reviews.
-To provide expert advice around Permanence planning at Looked After Children’s Reviews and ensure

Permanence timescales are being adhered to.
-To chair meetings for identified vulnerable young people and devise an interim risk management plan from the conference.
-To chair Care and Risk Management (CARM) meetings and lead in devising a risk management plan
-To assist in gathering the views of the families and stakeholders involved in the process and ensuring these views are reflected in practice.
-To monitor child protection work and provide appropriate information to inform policy making and practice within the department and between agencies at Child Protection Delivery Groups.
-To be conversant with current national legislation, directives and guidance relating to child protection and take an active role in ensuring that policy and process is adhered to.
-To provide advice and specialist expertise on child care and child protection assessments, to managers, and social workers on complex cases. This may necessitate in particularly complex cases, the postholder undertaking direct work
of a specialist nature

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	-Appropriate social work qualification at degree level or diploma level (DipSW). -A current driving licence and use of a vehicle is an essential requirement of this post. * SBC offer inclusion into the scheme for pool cars and therefore use of personal vehicle would be limited to times when pool cars are fully booked. *If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account it's responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into consideration for this role. A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the	-Post graduate certificate in Child Care and Protection. -Scottish Child Interview Model Managers and Evaluators Course. -Training in strength based programmes such as signs of safety; safe and together and family group decision making -Training in Trauma Informed Practice.

	travel responsibilities of the post, this will be taken into account in consideration for this role.	
Skills, knowledge and competences	-A thorough understanding of the legislation which underpins the statutory responsibilities related to delivering services within children's services. -Knowledge and understanding of strategic policy initiatives and related policy guidance from Scottish Government relating to service direction and future developments in child protection. -Evidence of successfully supporting, motivating and encouraging staff in their child protection practice. -Experience of multi-agency working. -Ability to communicate effectively with professional peers, managers and other agency staff. -Ability to chair meetings. -Ability to lead work within a group/team. -Ability to be impartial and objective; along with good decision making skills. -Ability to manage conflict situations. -Comprehensive knowledge of social work provision, legislation and current issues relating to child welfare and protection. -Demonstrate commitment to the provision of quality children's services which promotes equality, inclusion and partnership with children and their family/carers.	Experience in delivering training
Experience	3 years post qualifying experience with demonstration of relevant case responsibility around children and young people who have been subject to child protection or care measures.	n/a
Other	-A commitment to corporate and team working -A commitment to anti-discriminatory practice -Effective oral and written communication skills -Commitment and enthusiasm to the continuing development of child	n/a

	protection practice within SBC -Ability to work on own initiative -Leadership qualities -A commitment to child centred work -Commitment to continued learning through e-learning and opportunities to participate in relevant training courses	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.