

## Job specification

**Job title: Adoption Support Principal Manager**

**Service: Together for Adoption**

**Grade: G11**

**Reporting to: Service Manager – Together for Adoption**

### Your job

You will work in a Regional Adoption Agency as the Principal Manager for Adoption Support. You will work with the Service Manager of Together for Adoption to lead and manage the Adoption Support Service, to ensure every adoptive family has access to a high quality, specialist assessment of need and provide excellent support services to families to ensure best outcomes for children. You will provide access to birth records for adopted adults and manage the letterbox scheme.

You will work collaboratively and in partnership with 5 Local Authorities; Cheshire West and Chester, Halton, St Helens, Warrington, and Wigan, and manage all Adoption Support services.

You will be responsible for the leadership and supervision of the Adoption Support Practice Manager, Social Workers and Family Support workers where necessary.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

In the next 12 months, you will:

- Provide leadership and management of the adoption support team, and collaborate with Together for Adoption's management team to ensure the best outcomes for children
- Work with Together for Adoption's Local Authority's partner to ensure that children are prepared for their adoptive placements and supported in transition and once adopted.
- Work closely with partners, the Together for Adoption service and other agencies, to lead and manage the delivery of appropriate adoption support services for children and adults whose lives are affected by adoption
- Ensure that the Adoption Service complies with all National Minimum Standards, Regulations and Statutory Guidance.
- To prepare for and manage inspections and achieve good outcomes.
- Ensure the Service's functions are discharged, having regard to the need to safeguard and promote the welfare of children and young people.
- Promote the active participation of children, young people and their families in the development, monitoring and review of services to ensure that there is continuous improvement in service delivery and that services delivered are responsive to client needs.
- Ensure reports and briefings for senior managers and elected members are provided in a timely way.
- Develop sound mechanisms to record information and data required to inform performance monitoring, internally and externally.
- Implement robust performance management and quality assurance frameworks.
- Ensure compliance with statutory requirements, including equality and anti- discrimination

legislation and ensure arrangements are in place for the effective management of complaints.

- Recruit, develop and motivate staff and provide supervision and performance management to achieve high quality service delivery.

On an ongoing basis you will:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### **In this job you will need**

You must be able to demonstrate the following essential requirements:-

- Educated to DIPSW or degree level in Social Work practice
- Management qualification or willing to undertake a qualification within six months of appointment
- Current HCPC Registration
- Recent relevant adoption experience
- Sound experience of operational management and service delivery within children's services in local government with demonstrable and proven record of achievement
- Sound experience of implementing systems and processes to provide an efficient and timely service
- Experience of preparing and managing inspections
- Experience of working in an interagency setting, cooperating with a range of professionals and agencies to achieve best outcomes for children.
- Detailed understanding and awareness of adoption legislation, research and best practice
- Experience of managing budgets within the budget allocation
- Experience of writing and presenting high quality reports to a diverse audience including elected members
- To be passionate about achieving results
- Sets challenging but achievable targets
- Demand high performance of self and colleagues
- Excellent negotiation skills
- Responsive to users' needs. Work collaboratively and build relationships with users to establish the key issues and anticipate requirements
- Develops methods of empowering users (both adults and children) to enable choice and influence service improvements
- Use new approaches, theory and technologies to develop innovative service solutions
- Identify, lead and manage change which furthers the long-term goals and vision of Together for adoption.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough