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| Directorate: | Children’s Services | **Section**: | Looked after Children |

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| **Job details** |  |
| **Job title:** | Agency Panel Advisor to the Fostering Panel |
| **Grade:** | 4C |
| **Location of work:** | Unity House, Swinton |
| **Directly responsible to:** | Service Manager Fostering and Adoption |
| **Directly responsible for:** | The Adoption Panel and the Fostering Panel |
| **Hours of duty:** | 21.6 hours per week. The post holder may be required to work outside office hours for which payment will be made. |
| **Primary purpose of the job:** | To act as agency panel advisor to the Fostering Panel and support Agency Decision Making process, quality assure reports presented to panels. Provide communication and liaison between panels and the Service and to brief the Agency Decision Maker on panel matters. |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities |

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| 1. To ensure statutory requirements are met under Fostering Regulations 2011, National Minimum Standards March 2011, The Care Planning, Placement and Case Review (England) Regulations 2010 and Children’s Act 2004. |
| 1. To assist the agency, in consultation with the panels’ chairpersons, in the appointment, termination and review of members of the fostering panels. 2. To be responsible for the induction programme for new panel members. 3. To be responsible, in partnership with the panels’ chairpersons, for the panels’ developmental days. 4. To be responsible for liaison between the agency and the fostering panel. 5. To be responsible, with the panels’ chairpersons, for the performance, monitoring fostering panel’s members. 6. To ensure that the fostering panels are appropriately administered. 7. To monitor and develop standards of social work practice, contributing to the development of procedures, documentation and criteria. 8. To assure the quality of papers prepared for panel, ensuring that all relevant papers are available and of the required standard. 9. To contribute to effective decision-making in childcare planning, ensuring that children with a fostering plan are progressed through the process appropriately. 10. To be a point of reference for Children’s Services staff in relation to the fostering panels’ policies, procedures and expectations. 11. To ensure that the Fostering Panels undertake reviews of carers as required and consistent with regulation and guidance. 12. To ensure decisions are communicated to applicants approved foster carers following panel recommendations and agency’s decision makers determinations. 13. To collate agency fostering statistics and provide the panels with panel reports, updates about the progress of cases considered; panel activity and feedback. 14. To contribute to the management of the Fostering Service by playing an active part in the fostering sub group. 15. To respond on behalf of the agency to consultation documents from the Department for Education and other agencies on behalf of the department as required. 16. To develop policy and procedures for new service developments including consultation with internal staff, external agencies and when appropriate elected members. 17. To assist and where appropriate to take the lead in planning, implementing and informing operational staff and other stakeholders of developments in policy, procedure and practice. 18. To contribute to operational procedures as required, and provide professional advice to staff in relation to internal operational instructions regarding the work of Fostering. 19. To assist in the investigation of complaints in liaison with the Department‘s Complaints Officer when required. 20. Assist the Service Manager, Head of Service, Assistant Director (specialist services), and the Director of Children’s services in ensuring the health and safety of employees within the Directorate and members of the public as specified by the Health & Safety at Work Act and comply with Health and Safety arrangements in accordance with the approved Corporate Policy Statement. 21. Require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner. 22. Conduct all dealings in a professional nature in such a way as to promote confidence in reliance on and satisfaction with the Children’s Services Directorate, outside bodies and the public.   The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.  To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.  To undertake any other such duties that are reasonably commensurate with the level of this post  This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

#### Date job description revised: Glen Perryman

**Prepared/revised by: Glen Perryman**

**Agreed job description signed by holder:**

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| **Job title** | **Grade** | **Directorate** | **Location** |
| Agency Panel Advisor to the Fostering Panel | 4C | Children’s Services | Unity House, Swinton |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
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| Education, Qualifications and Vocational Training | CQSW, CSS, DIPSW or equivalent  Evidence of continued professional development  Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.  Hold a current registration with HCPC , along with continuous professional development in order to maintain registration | **C/A/I** |
| Relevant Experience | Experience of managing a team in social care  Relevant post qualifying experience e.g. within a fostering and /or adoption service.  Experience of complex fostering cases and fostering assessments/ placements  Experience of complex fostering cases and fostering assessments/placements.  Evidence of ability to apply knowledge of all relevant legislation.  Experience of care planning policy and standards and relevant administrative procedures.  Evidence of multi-disciplinary and partnership work.  An understanding of the importance of planning in securing an appropriate route to Permanence for the child.  An understanding of the Policy and Procedures relevant to Foster Care.  An understanding of implementation of Fostering Regulations and National Minimum Standards.  Experience of pre-inspection planning.  Experience of auditing and quality assurance | A/I/P |
| Knowledge And Skills | The capacity to communicate well with children, young people, their parents, carers and care staff and professional staff at all levels.  Skills in monitoring, evaluation and developing service delivery.  Skills in workload prioritisation.  The ability to demonstrate a child centred commitment to valuing diversity and respect for other language, religion and culture.  Ability to offer consultancy to teams and individuals.  Ability to appraise and develop staff.  Ability to interpret and analyse statistical and written information.  Evidence of team work and partnership working.  I.T. literate.  A commitment to promoting equality and diversity | **A/I/P** |
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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| Education, Qualifications and Vocational Training | Management qualification | **C,A** |
| Relevant Experience | Knowledge of national trends, development and policy in relation to specific areas of professional expertise i.e. fostering and adoption  Previous experience as a panel advisor | A,I.  A,I |
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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre