|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Adoption Team Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band eps  Stockport Council  **Job Description** | |
| **Post Title:** Team Manager - Adoption  **Service Area:** Adoption Counts, Regional Adoption Agency to be responsible to the Regional adoption manager for the management and development of an adoption team and delivery offer across recruitment and family finding, with responsibility for ensuring the quality of all aspects of work undertaken by the Team.  **Directorate:** Services to People (Children)  **Team:** Adoption Counts | Salary Grade: MB 4 |
| **Post Reports to:** Operations Manager  **Post Responsible for:** Social Workers | |
| **Main Purpose of the Job:**   1. To lead a team of adoption workers with responsibility for family finding for children and recruitment of adopters, driving a child centred service and ensuring the highest standard of service delivery. 2. To work collaboratively with a nominated local authority partner agency, building good working relationships, providing expert advice and support with all adoption related decision making. 3. As part of the RAA management team, to lead on allocated projects and service developments | |
| **Summary of responsibilities and key areas:**   1. To ensure effective recruitment, preparation and assessment and support of prospective adopters. 2. To ensure effective Family Finding takes place, which makes appropriate linking between adoptive families and children requiring placement. 3. To determine priorities for the team taking account of statutory requirements, the corporate strategic framework, adoption counts policies and procedures, and local and national targets. 4. To contribute to the development and maintenance of effective and positive working relationships between the adoption team and fieldwork colleagues. 5. To ensure family finders proactively mentor and support fieldwork colleagues throughout the child’s journey to adoption. 6. To ensure that adopter assessments are robust, evidenced and within timescale. 7. To use effective management information systems to monitor performance in key areas. 8. To support and monitor the work of staff through supervision, in order to ensure effective practice and to promote professional development. 9. To ensure that service user views, and adopters views are incorporated into the development and review of service provision. 10. To keep abreast of legislative, inspectorial and good practice developments, and national trends to inform team and service development. 11. To work co-operatively with colleagues within the RAA, playing an integral role within the management team. 12. To drive the vision of Adoption counts ,to lead a child centred service ,and strive for excellence in service delivery. 13. To act as agency advisor to Adoption Panel, and to undertake a quality assurance and business-planning role in relation to the work and development of panel and local authority decision makers. 14. To manage the team's resources equitably, effectively and efficiently, and ensure services delivered within resources available. 15. To participate in recruitment, selection, disciplinary and grievance matters within the Corporate and Children & Young People's Directorate Human Resources personnel procedures. 16. To contribute to the development of services and maintain good standards by participation in working groups and service developments as appropriate | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

****

Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

|  |  |
| --- | --- |
| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Substantial recent Adoption experience | Essential |
| Substantial experience of supervising and managing professional staff or students, and of working on performance issues | Essential |
| Experience of contributing to service design and development ,and dealing with change | Essential |
| Experience of training others | Desirable |
| Ability to communicate clearly (oral and written) and to work on partnership with colleagues, other agencies, services users and carers. | Essential |
| Knowledge of all relevant legislation, standards and guidance, in addition to other current issues in adoption | Essential |
| Ability to prioritise complex work; utilise management information data; awareness of quality assurance framework and measures. | Essential |
| Demonstrated ability to initiate development of practise and to challenge practise which is of poor standard | Essential |
| Proven ability to make effective decisions |  |
| Demonstrated commitment to anti oppressive practice, both service delivery and staff management | Essential |
| Developing and Maintaining effective working relationships, including on an inter-agency basis | Essential |
| Recognised Social Work qualification | Essential |
| HCPC registered | Desirable |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |
| Understands and actively supports Stockport Council’s diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment | Essential |