

ROLE PROFILE



Role profile	
Title	Agency Advisor To Fostering & Adoption Panel
Grade	GRADE J
Reference:	N282
Reports to:	Service Manager (Safeguarding)
Work style Definition	Office based hot-desk/touch down worker
Primary purpose of role	To offer professional advice to the Adoption and Fostering Panel as regulatory under Adoption and Children Act 2002, Adoption Regulations 2013 and Fostering Service Regulations 2011, National Minimum Standards Fostering 2011 and Adoption Minimum Standards 2014; and to fulfil the range of duties identified in statutory guidance as being the responsibility of the Agency Advisor.
Key accountabilities and key measures	<div> Role outcomes <ul style="list-style-type: none"> Ensuring clear and consistent standards are in place for foster carers and adopters Maintaining oversight for the Authority's statutory aims of ensuring appropriate performance plans are progressed in a timely manner to reduce delay and for appropriate support plans to be in place for Looked-After Children and their permanent carers Quality assuring work within the Fostering and Adoption Service Quality Assurance for the work undertaken in relation to any child with a plan for permanency including long-term fostering, special guardianship and adoption (40%) Supporting the formulation of service improvement plans in response to specific issues as identified Providing expertise to contribute to the development of the Fostering and Adoption Service and related staff Ensuring the delivery and constitution of </div> <div> Role measures <ul style="list-style-type: none"> The paperwork for fostering and adoption panel is timely and the quality of information enables the agency decision maker and panel to consider recommendations /decisions in line with the overriding objective to promote the welfare of the child/young person The adoption and fostering agency advisor ensures that the panels in place are sufficient to meet the needs of both services and in line with regulations Agency Advisor will ensure the timely and confidential delivery of panel papers to panel members and ensure the delivery of minutes for sign off to meet regulation Children benefit from stable placements and are matched and placed with prospective foster carers and adopters who can meet most, if not all, of their assessed needs Outcomes focused improvement </div>



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>the adoption and fostering panels in line with regulations (40%)</p> <ul style="list-style-type: none"> ▪ Reporting on quality assurance and fostering and adoption issues at the direction of the Safeguarding Service Manager ▪ Working corporately as part of Children, Young People and Families management team (20%) 	<p>plans and progressed in relation to specific issues</p> <ul style="list-style-type: none"> ▪ KPI's in relation to adoption timeliness ▪ Planned programme of quality assurance work undertaken and regular reporting to senior management, Portfolio Holder and service specific staff is in place ▪ Identified tasks in line with management skills and competencies are completed to agreed outcomes
Key activities	<ul style="list-style-type: none"> ▪ Contributing to panel meetings by providing advice to the Chair and panel members on matters of agency policy, practice, procedure and government guidelines ▪ Advising the panel of relevant legislative and other changes with regards to adoption and fostering and provide copies of relevant documents ▪ Maintaining an overview of the quality of the agency's reports to the panel and liaising with team managers to feedback quality assurance ▪ Overseeing the role of the Adoption and Permanence and fostering panel's administrators to ensure smooth running of the panels ▪ In consultation with the Chair, checking the papers before panel ▪ Updating the panels on the general progress of the cases it has considered ▪ In consultation with the Chair, reporting back to the senior managers and teams on general issues raised by the panel (50%) ▪ Taking forward any developmental work arising out of panels' business in line with agency policy and priorities ▪ Organising the recruitment of new panel members; arranging and overseeing induction ▪ Arranging interviews and interviewing prospective members with the Chair ▪ Organising training days ▪ Encouraging and arranging participation of Panel members in internal and external training courses (35%) ▪ Ensuring Panel members' DBS are in place within rolling programme ▪ Undertaking annual review of the performance of panel members ▪ Working as part of the CYPF management team, contributing to wider departmental issues, inspection planning, HR investigations, responses to serious incidents and so on as and when required (15%) 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Degree or higher qualification in Social Work ▪ Registration with relevant professional regulatory body ▪ Understanding of the importance of planning in securing an appropriate route to permanence for the child ▪ Understanding of the policies and procedures relevance to adoption and foster 	

	<ul style="list-style-type: none"> care ▪ Understanding of the implementation of Adoption and Fostering Regulations and National Standards ▪ Sound understanding of safeguarding
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Leadership and management qualification ▪ Masters qualification in Social Work
Essential experience	<ul style="list-style-type: none"> ▪ Extensive post-qualifying experience as a statutory child care social worker, including direct experience of care proceedings and adoption and fostering work ▪ Experience of working in more than one child care social work setting ▪ Experience of managing risk and quality assuring safer care plans to ensure they are effective ▪ Experience of planning and of reviewing outcomes to ensure we achieve placement stability and permanency ▪ Experience of leading change ▪ Experience of interpreting and analysing complex performance management information ▪ Experience in raising practice standards and of developing and using performance data to secure service improvement
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of contributing to service development through delivery of training and workshops ▪ Experience of staff management ▪ Experience of implementing the relevant legislation including Human Rights Law, Adoption and Children Act 2002, Children Act 2004, Fostering Regulations and Minimum Standards 2011, Adoption Regulations 2005, Adoption Minimum Standards 2014, and Fostering and Adoption Practice Guidance
Essential skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills, including the ability to chair meetings which may at times be complex and involve individuals dealing with personal distress ▪ Effective communication skills (written, verbal and presentational) and ability to build effective relationships in contexts that may encompass resistance to change, ambivalence or selective cooperation with services/training ▪ Determination and resilience, and ability to deliver effective challenge tactfully, both to individuals and to the system as a whole ▪ Excellent analytical skills and ability to write clear reports and outcomes focused plans ▪ Ability to digest changes in fostering/adoption legislation/standards and ensure panel meets any new requirements ▪ Keyboard skills to create reports and emails ▪ Organisational skills to undertake forward planning required to devise and review the foster carer training programme ▪ Excellent time management skills and ability to prioritise competing demands
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal 	

responsibility for data protection, client confidentiality and information governance.

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.