

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's

Job Ref Number: 4355

Service Area: Regulated

Grade: G11

Job Title: Advisor to the Adoption, Permanence and Fostering Panels

PURPOSE OF JOB:

1. PURPOSE OF JOB:

The Adoption and Children Act 2002 requires that the agency appoint a senior member of staff as the Agency Advisor. The regulations specify that the agency advisor has to be social worker qualified with at least 5 years relevant post qualifying experience and relevant management experience. The regulations specify that relevant management experience would be experience as 'an adoption team leader or a person with more senior management experience'. The primary role of the Agency Advisor is to provide professional advice to the panels and agency and ensure that high quality adoption and fostering services are provided by Lincolnshire County Council, Children's Services Directorate in compliance with the Adoption Agency Regulations and Fostering Regulations.

The Agency Advisor will contribute to the management of the Fostering and Adoption Service by playing an active role in the management team and will actively collaborate with the Regional adoption agency.

The Agency Advisor is responsible for monitoring the performance of panel members and the adoption and fostering service overall and ensuring best practice is achieved. In addition he/she is responsible for monitoring outcomes resulting from the decisions made for children for whom fostering or adoption is the care plan and for ensuring information sharing is of a high and proper standard.

In addition to the above, the Agency Advisor will act as a development manager and be responsible for the delivery of specific service developments and activities in relation to policy, practice and procedure, which span the range of services. They will act as a challenge and develop quality control mechanisms to ensure that services are high quality and safe. They will develop feedback opportunities for the Agency to improve practice in services for children in care, fostering and adoption.

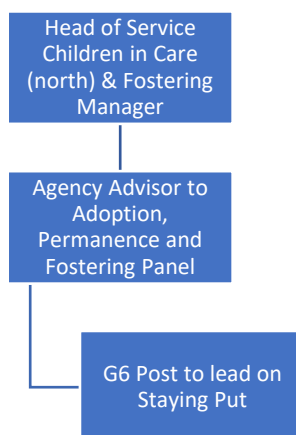
As the Agency Advisor will also undertake development work on behalf of the agency he/she will need to work across the agency and thus have a comprehensive knowledge of the social services role and function and have extensive experience of working with other agencies and authorities and of managing and effecting change. They will be central to the performance culture within the Directorate and will contribute to performance returns and to policy development as legislation changes.

The Agency Advisor will be expected to negotiate and liaise on behalf of the Directorate with other areas of the Council, to undertake audits and reviews of services and to work with operational staff to promote the development and manage new services, in accordance with statute and the government's agenda.

The Agency Advisor has a key quality assurance function. The post requires comprehensive knowledge of statutory instruments relating to the placement of children and needs to creatively balance this knowledge with the needs of individual children and carers, in order to promote good outcomes whilst ensuring that risk to the Authority is managed

The Agency Advisor will act as the lead for Private Fostering in the Agency and ensure that practice is compliant with the National Minimum standards and managed on a multi agency basis

TEAM STRUCTURE:



MAIN DUTIES:

1	To be responsible for working collaboratively with the Head of Regulated Services in reviewing and developing the service in accordance with related legislation, regulations, national and local priorities and council priorities and performance indicators. To undertake projects and other pieces of work as requested in achieving this aim.
2	To provide line management to a G6 post responsible for the development and maintenance of the Staying Put service. This post is currently under consideration. and 2 remunerated Chairs of Panel who are engaged through IR35I. This requires the application of HR processes relating to appointment, appraisal, development and termination
3	To have an explicit quality assurance role in relation to reports presented to Panel. The Agency Advisor has responsibility for producing Panel procedures and the constitution and terms of reference and for ensuring Panel members adhere to these. To provide written summaries of issues on cases prior to presentation to Panel for Agency Decision Maker and Head of Regulated Services.
4	To read all reports submitted for Panel, advise practitioners on the information and structuring of panel reports and make the decision about whether the report is of a sufficiently high enough standard to be included on the Panel agenda and any changes or additional work that is required. To provide professional advice to practitioners and managers on the quality and practice issues in relation to reports presented to Panel and practice across the Directorate. To report back to senior managers practice issues of concern, particularly ones which may place the agency at risk
5	To give professional advice to Panel, liaise between the agency and Panel and to meet with the Agency Decision Maker (Assistant Director) and brief him/her on the discussions and recommendations of the Panel.
6	To convene and administer the QAAG which provides recommendations on childrens plans for permanence to the Agency Decision maker permanence to the Agency Decision maker ensuring these meet National Minimum Standard timescales and those directed by the Court.
7	Oversee the role of the Adoption and Permanence and Fostering Panels' administrators to ensure that the administrative side of the Panels runs smoothly.
8	To work collaboratively with Panel advisors within the regional adoption agency to ensure consistency practice and to provide an agreed training programme for adoption staff.
9	To take the lead role in the production of the annual Fostering Agency and Adoption Agency reports that are presented to elected members
10	To provide and co-ordinate training on relevant legislation, practice and policy to staff across the Children's Services Directorate and to other agencies on behalf of the

	Directorate as required.
11	To maintain statistical information on the activity of Panel and for keeping information on the performance of child care planning work and assessment work with prospective carers and adopters against the Fostering and Adoption National Minimum Standards. To work in conjunction with the Head of Regulated Services in ensuring the permanence agenda is embedded in practice.
12	Update the Panel on the general progress of the cases it has considered.
13	To liaise and be the identified contact with other national agencies in relation to adoption and fostering, eg: inter country adoption, BAAF.
14	The Adoption and Fostering Regulations state that the Agency Advisor has responsibility for the appointment, termination and reviewing and monitoring the performance of Panel members, for the induction of Panel members and regular training of Panel members, including attendance at internal and external training courses. This will include senior colleagues from other agencies as well as elected members of the Council.
15	Together with the Chair, undertake the annual review of the performance of Panel members.
16	Set up and maintain a separate file for each Panel member, containing DBS check outcomes, signed confidentiality undertaking, references, annual review reports, etc. Ensure that each Panel member's DBS check is updated every three years.
17	To project manage specific service developments and activities in relation to policy, practice and procedure. To develop policy and procedure for new service developments involving consultation with internal staff, external agencies and when appropriate elected members.
18	To act as the lead for Private Fostering in the Authority and to ensure that practice is in line with National minimum standards and current policies. To produce an annual report and statement of Purpose in line with regulatory requirements
19	To assist the Directorate in preparing for external inspections, external audits and reviews which will include the preparation of reports and documents, supporting and advising staff and assisting the external auditors with their schedule during their visit.
20	To have specific responsibility to keep up to date on any key changes to the legislative framework or any key practice developments and inform key operational staff of these changes and take a lead in the development and review of the policy and procedure in this field. Within this capacity the Agency Advisor will need to meet regularly with Fostering and Adoption Managers, Independent Reviewing Officers and field work managers to ensure managers are updated and advised on key development issues.
21	To both lead and support the development of specific bids and proposals against internal and external funding sources and take responsibility for the administration, co-ordination and monitoring of specific grant funding and other budgets as required.
22.	To undertake specific pieces of work as requested by the Head of Regulated Services.
23.	to chair disruption meetings

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Professional Social work qualification	A	*	
Minimum of 4 years Social Work experience	A	*	
Excellent presentation, written and verbal communication skills	A/T/I	*	
Excellent knowledge of the social care agenda related to children in care	A/T/I	*	
Knowledge of statutory responsibilities and national	A/T/P	*	

minimum standards related to fostering and adoption			
Experience of partnership working	A/I	*	
Understanding of financial systems and experience of budget management	A/I		*
Good IT skills	A	*	
Understanding of quality assurance models and processes	A/I	*	
Ability to plan, monitor and review all areas of service within this remit	A/I	*	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.