

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02888

Service Area: Adoption

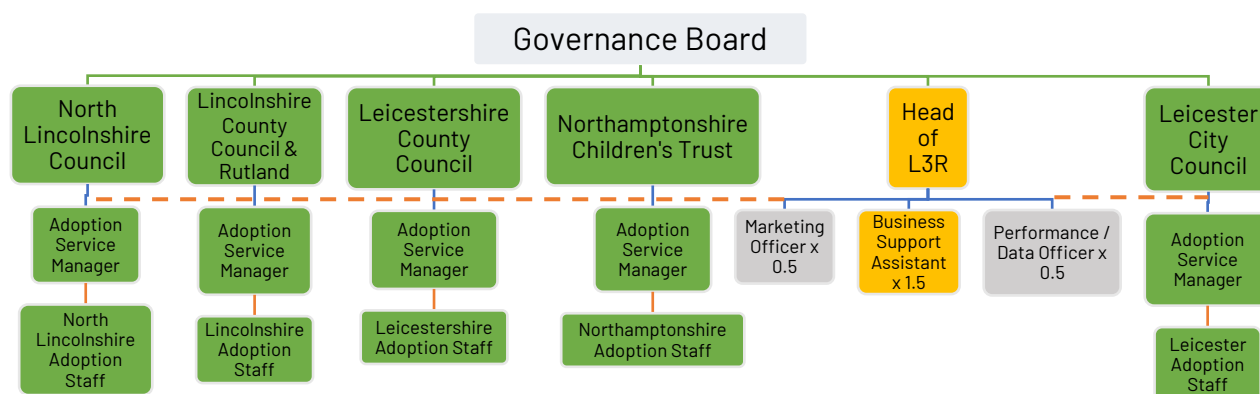
Grade: 16 (click [here](#) for value)

Job Title: Head of the L3R Regional Adoption Agency

PURPOSE OF JOB: To ensure the L3R Regional Adoption Agency for the six local authorities that make up L3R – Lincolnshire County Council, Leicestershire County Council, Leicester City, Rutland County Council, North Lincolnshire Council and Northamptonshire Children's Trust fulfils all aspects of its statutory duties as a regional adoption agency, to speed up matching and markedly improve the life chances of neglected and damaged children; to improve adopter recruitment and adoption support; and to reduce costs.

To provide the leadership and management of the multi-authority service, and to provide leadership and co-ordination of the partnership that support this.

TEAM STRUCTURE:



MAIN DUTIES:

1	Develop, implement and manage the delegated Adoption Agency functions on behalf of six Local Authorities/Children's Trust that improves outcomes for children and adopters.
2	Provide strategic advice and direction to the governance board members on the financial contributions and resources required to deliver the agreed service.
3	Contribute to operational and strategic development in relation to permanence planning across the partnership, driving improvement and reducing the duration of care for children who are adopted.
4	Act as Lead Adoption Advisor across the six LA's/Children's Trust (Internal and External) to contribute to national and local developments to facilitate and enhance service delivery.

5	Work within the political environment of L3R and provide reports as and when required by the Governance Board, Politicians, Senior Officers and the Leaders of the participating Local Authorities. Specifically:
6	Report quarterly to each of the LA's via the Governance Board, performance against each of the delegated functions.
7	Review the strategic direction and outcomes half-yearly, feeding into the Governance Board.
8	Complete on annual basis, plan for approval by the Governance Board, based on an informed understanding of current and future service requirements
9	Lead and drive improvement in L3R adopter recruitment and assessment; co-ordination of panel activity, ensuring good quality recommendations leading to swift ADM decisions; effective and timely family finding and marketing, delivery of effective adoption support services, birth records information and counselling and inter-County adoptions.
10	Set and measure ambitious targets that reflect the regional Adoption Agency's vision and values to develop an outstanding provision, including service objectives that improve organisational effectiveness and service delivery.
11	Ensure that there is robust quality assurance of the work of the Regional Adoption Agency across all six authorities that regular and sufficient audits are undertaken and performance targets are tracked and steps taken to ensure these are achieved.
12	Work with colleagues, senior managers and members to develop and maintain effective collaboration across all six authorities, to ensure commitment and support to the strategic direction and overall success of the agency.
13	Work in collaboration with authorities in the partnerships to ensure the matrix management of staff, resources and finances is effective.
14	Responsible for ensuring L3R operates and delivers the required services within its agreed budget and is part of the budget setting approval process to ensure it is fit for purpose.
15	Co-ordinate and manage adoption services across the Partnership.
16	Work with partners to ensure effective deployment of resources across all six of the authorities (staff and budget) to ensure service delivery, positive outcomes and best value. This includes the commissioning of Voluntary Sector and other LA adopters as necessary.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A Degree in Social Work or equivalent qualification	A	✓	
Registration with Social Work England	A	✓	
Level 5 NVQ in Management desirable	A		✓
Significant and current Post-qualifying experience in the Adoption field.	A	✓	
Extensive knowledge and experience of working with Adoption legislation and policies with proven ability to implement this into workplace at a strategic and operational level	A	✓	
Experience of working across partnerships and working sensitively within political constraints.	A		✓

Experience of managing service(s) designed to improve outcomes for children, young people and families.	A	✓	
Experience of managing projects, people and implementing change.	A		✓
Experience of effectively managing a large budget. Solid understanding financial and budget management processes and systems.	A	✓	
Experience of recruitment and marketing of adopters	A		✓
Experience of effectively managing professional qualified teams and ensuing robust performance management to ensure high performance standards	A	✓	
Evidence of commercial awareness and experience of business development and planning	A		✓
Able to analyse and interpret performance data to identify areas for improvement and inform service planning	A		✓
Evidence of well-developed interpersonal skills	A	✓	
Articulate, clear and concise communication skills.	A		✓
High level presentation skills.	A		✓
Effective negotiation and persuasion skills	A		✓
Excellent written and report writing skills	A		✓
Ability to deal with difficult and complex situations and resolve them sensitively	A		✓
Ability to manage conflict, challenge assumptions at all levels appropriately and where possible identify acceptable solutions.	A		✓
Evidence of continued professional development which has been transferred into the workplace.	A		✓
Resilient and able to deliver effectively against competing priorities across different agencies	A		✓
Flexibility in working arrangements/hours to meet the operational requirements of the post	A	✓	
Ability to establish and create strong networks across boundaries with other organisations.	A		✓
Ability to provide leadership, strategic direction and vision to inspire and motivate staff and delivery partners to engage with the vision and purpose of	A	✓	

L3R and to build a cohesive and effective service.			
Ability to demonstrate collaborative working and matrix management	A		✓

*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.