Job Profile

JOB TITLE:	Fostering and Permanence Panel Advisor
GRADE:	POD
POST NO:	28559
JOB TIER:	5
DBS CHECK:	Enhanced
GROUP:	Children's Services
SERVICE:	Care Delivery

REPORTING STRUCTURE

Reports to:	Service Manager – Care Delivery
Direct Reports:	none
Indirect Reports:	Social workers within the teams
	Panel members

ROLE PURPOSE:

The primary role of the Agency Advisor is to provide professional advice to the panel and agency and ensure that high quality fostering services are provided by the London Borough of Hillingdon, in compliance with Fostering Regulations.

The Agency Advisor will also undertake delivery of specific service developments and activities in relation to policy, practice and procedure, which span the range of services in the Children and Young People's Service.

A. Job Description

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1. People Management

- ***There may be supervisory responsibility allocated to the post holder at the discretion of the Service Manager and in accordance with the needs of the service***. The post holder will be responsible for the selection, development and performance of the Panel Central List members in line with the Council's policies.

- The Agency Advisor will contribute to the management of the Fostering Service by playing an active role in the management team. They will give feedback on staff performance, assisting in the appraisal of staff and contribute to individual performance and development action plans where appropriate.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

3. Operational Service Delivery

- To manage the Council's independent Fostering Panel, and the continuous professional development of Hillingdon's registered Foster Carers.
- To provide professional advice to the independent Fostering Panel, to ensure that a high quality Fostering service is provided by Hillingdon in compliance with the appropriate National Minimum standards, Regulations and all relevant legislation.
- To ensure that effective quality assurance mechanisms and systems are in place in order to achieve excellence and positive outcomes for children, prospective adoptive parents, foster carers and approved adoptive parents.
- In partnership with the Central List members, Chair and Service Manager to devise, plan and coordinate Panel business meetings and Panel training.
- To prepare the annual panel report in collaboration with the Chair, to be presented to elected members
- To act as the Agency Adviser to ensure that the Agency Decision Maker(ADM) is provided with quality assured , accurate timely information and reports.
- To coordinate and manage the decision making meetings and ensure these are monitored against national and local performance measures.
- 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

increase knowledge and understanding of Fostering and to develop effective practice amongst social work staff.
- To support Social Workers individually and in groups to develop their skills to write and present documentation for the agency decision maker and for the adoption and permanence panel that are child centred and evidence based, in particular the child permanence reports, life story work and later life letters.
- To design , plan and commission within the available budget, the continuous professional development training plan for Hillingdon registered Foster Carers , including an induction year of development opportunities for newly registered Foster Carers , whilst enabling wider access for other relevant stakeholders , eg approved adopters, Special Guardians, as appropriate
- 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.

4. Service Planning & Development
- Contribute to the development and delivery of the Team Plan.
- This post will be central to the development of a performance culture within the Service and will contribute to performance returns and to policy development in response to changes in legislation.

5. Financial & Resource Management
- Demonstrate cost-consciousness and identify any cost effective changes to own way of working.
- Manage the budget for Hillingdon registered Foster Carers development, Special Guardians and approved adopters as appropriate.

6. Continuous Improvement

- To oversee the work of the Fostering and Permanency panels, scrutinising performance of the agency and identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- To monitor the performance of panel members in partnership with the independent Panel Chair. In addition, they are 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.
- To ensure delivery of Hillingdon's Registered Foster Carers Continuous Professional Development in accordance with Fostering Regulations and the Fostering National Minimum Standards

7. Contacts
- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies.
- Elected members and the Cabinet Member for Children and Education
- Directorate Management Team (DMT)
- Panel members, Independent Chair, Foster Carers, Special Guardians

8. Additional Responsibilities
- Complete other reasonable tasks in order to fulfil role purpose or as needed.
- 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

9. KEY PERFORMANCE INDICATORS
- Panel meetings are quorate and there are no unnecessary postponements
- Decisions are made in a timely way for children and for carers and there are no delays attributed to the decision making process / meetings.
- A clear framework of training and development is in place and this is used as the basis for assessing foster carers' performance and identifying their training and development needs.
- Contributions to the service delivery, service development and individual SSW's performance and quality of practice

B. Person Specification

Agency and Panel Adviser

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Professional Social Work qualification, eg CQSW, CSS, Dips SW	Yes	
Management qualification or equivalent experience	Yes	
Evidence of CPD	Yes	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Current SWE registration	Yes	
Ability to work flexibly to meet the needs of the service	Yes	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Significant post qualification experience gained in Local Authority children and families setting	Yes	
Direct experience of complex fostering and or adoption work , including having presented cases to adoption and fostering panels	Yes	
Significant experience of working within a care planning culture, and delivering successful permanency for children and young people	Yes	
Experience of working with a diverse range of stakeholders, forming and maintaining good working relationships in order to gain commitment and resolve issues.	Yes	
Experience of providing specialist practice advice, support and mentoring	Yes	
Experience of identifying training needs and designing or commissioning learning and development to address this		Yes
Ability to use metrics to measure and analyse data to identify themes and trends		Yes
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Thorough understanding of safeguarding issues for children in particular looked after children, and experience of responding to and managing safeguarding concerns	Yes	
Knowledge of National trends, development and policy in relation to specific areas of professional expertise.	Yes	
Evidence of ability to apply knowledge of all relevant legislation	Yes	
A sound understanding of the importance of planning in securing an appropriate route to Permanence for the child.	Yes	
A sound understanding of the Policy and Procedure relevant to Adoption and Foster Care.	Yes	
Ability to interpret and implement Adoption and Fostering Regulations and National Standards.	Yes	
Ability to organise and manage a broad range of activities and deliver against commitments	Yes	

5. COMPETENCIES	ESSENTIAL	DESIRABLE
"Can do" positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	Yes	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	Yes	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	Yes	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	Yes	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	Yes	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	Yes	