



HILLINGDON
LONDON

Job Description and Person Specification for Panel Members

Job Description

- To read the circulated Panel papers carefully prior to each meeting and formulate questions.
- To keep all Panel papers and Panel discussions confidential.
- To attend Panel meetings either face-to-face or virtually, and be prepared to raise issues and to take responsibility for participating in the making of a recommendation on each case drawing on both personal and professional knowledge and experience.
- To be prepared to attend additional Panel meetings if requested.
- To attend meetings Panel Business Meetings.
- To participate with other Panel members in advising on policy and procedural matters as required.
- To address diversity issues and promote anti-discriminatory practice.
- To undertake a minimum of two training courses per year relevant to the role.
- To participate constructively in an annual appraisal.

Person Specification

Experience and qualifications

- Experience either professionally, or personally, or both, of the placement of children in foster families, or of children being cared for away from their birth family.
- A social work or medical qualification will be necessary for certain Panel members. Social work representatives must have at least three years post qualifying experience in childcare social work, including involvement in adoption or fostering work.

Knowledge

- An appreciation of the effects of separation and loss on children.

- Awareness of the differing kinds of families that may be considered to foster or adopt, and their potential for meeting children's needs.
- Some understanding of the purpose and function of the Panel and the agency which the Panel is serving, or willing to learn.

Ability and skills

- Good listening and communication skills.
- Able to use the relevant IT equipment proficiently.
- The ability to read, process and analyse large amounts of complex and sometimes distressing information.
- The ability to make an assessment and to form a view based on the written and verbal information presented to Panel, and the confidence to articulate this at Panel.
- The ability to use personal and/or professional knowledge and experience to contribute to discussions and decision-making in a balanced and informed manner.
- The ability to work co-operatively as part of a multi-disciplinary team.

Attitudes and Values

- A commitment to keeping children within their own family/community where this is possible, and to maintaining contact between children living in foster/adoptive families and their birth families where this appears to be in the child's best interest.
- A commitment fostering as a way of meeting a child's needs where this appears to be in the child's best interests.
- A commitment to safeguarding and promoting children's welfare in foster care.
- A commitment to valuing diversity in relation to issues of ethnicity, religion, gender, disability, and sexuality.
- An understanding of, and commitment to, the need for confidentiality.

Pre-requisites for an application

- A satisfactory DBS check.
- Two satisfactory personal references.
- Confidentiality undertaking.