

JOB DESCRIPTION

Directorate: Children and Young People			
Division:	Children's and Young People's Division	Designation:	Advisor to the Fostering Panel
Group:	All	Reports to:	Service Group Manager
Grade: TM			
Grade: SGM1			
MAIN PURPOSE OF THE JOB To act as agency panel advisor to the Fostering Panel and support Agency Decision Making Process, quality assure reports presented to panels as well as non-panel annual reviews. To provide communication and liaison between panels and the Service and to brief the Service Manager and Agency Decision Maker on Panel matters.			
SUMMARY OF RESPONSIBILITIES: To ensure statutory requirements are met under Fostering Regulations 2011, National Minimum Standards March 2011, The Care Planning, Placement and Case Review (England) Regulations 2010 and Children's Act 2004. To assist the agency, in consultation with the panels' chairpersons, in the appointment, termination and review of members of the fostering panels. To be responsible for the induction programme for new panel members. To be responsible, in partnership with the panels' chairpersons, for the panels' developmental days. To be responsible for liaison between the agency and the fostering panel. To be responsible, with the panels' chairpersons, for the performance, monitoring fostering panel's members. To ensure that the fostering panels are appropriately administered. To monitor and develop standards of social work practice, contributing to the development of procedures, documentation and criteria. To assure the quality of papers prepared for panel, ensuring that all relevant papers are available and of the required standard. To contribute to effective decision-making in childcare planning, ensuring that children with a fostering plan are progressed through the process appropriately. To be a point of reference for Children's Services staff in relation to the fostering panels' policies, procedures and expectations. To ensure that the Fostering Panels undertake reviews of carers as required and consistent with regulation and guidance. To ensure decisions are communicated to applicants approved foster carers following panel recommendations and agency's decision makers' determinations.			

To collate agency fostering statistics and provide the panels with panel reports, updates about the progress of cases considered; panel activity and feedback.

To contribute to the management of the Fostering Service by playing an active part in the fostering sub group.

To respond on behalf of the agency to consultation documents from the Department for Education and other agencies on behalf of the department as required.

To develop policy and procedures for new service developments including consultation with internal staff, external agencies and when appropriate elected members.

To assist and where appropriate to take the lead in planning, implementing and informing operational staff and other stakeholders of developments in policy, procedure and practice.

To contribute to operational procedures as required, and provide professional advice to staff in relation to internal operational instructions regarding the work of Fostering.

Assist the Service Manager, Head of Service, and the Director of Children's services in ensuring the health and safety of employees within the Directorate and members of the public as specified by the Health & Safety at Work Act and comply with Health and Safety arrangements in accordance with the approved Corporate Policy Statement.

Require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

Prepare reports, correspondence, procedures etc and contribute to the development of an annual business Service Plan.

Respond as required to complaints regarding the service. Work closely and flexibly with other Team Managers both within the unit and across the division to build inter-team and unit relationships. Work in units across the division as required to provide effective management of Children's services.

Operate financial and other resource management systems to ensure budgets are effectively and rigorously managed in accordance with Council Financial Regulations. Ensure financial decisions are in the best interests of both the client and the council to ensure best value and tight budget management.

Ensure effective management of staff within the team including recruitment; development and training; appraisal; performance management; absence management; resolution of conflict; implementation of change. Take action as appropriate in accordance with council employment procedures and policies eg disciplinary, capability etc.

Ensure adherence to legislation, guidance, procedure and policy – both in relation to safeguarding children and as a manager of the council. Ensure services are delivered in accordance with the Council's Equal Opportunities and Environmental Policies.

Undertake any other duties commensurate with the level of the post. Maintain and update own technical knowledge and continuous professional development.

Consideration will be given to restructuring this job to meet the needs of disabled candidate or post holder.

DECISION MAKING

- Allocation prioritisation and mix of resources
- Expenditure for care packages within budgetary authority
- Placement decisions within budgetary and other delegated authority
- Authorisation of SW recommendations/case decision making
- Recruitment
- Performance management issues e.g. disciplinary/capability

PERFORMANCE/INDICATORS

- KPI'S for unit/team
- Targets set through PES and feedback through PES
- CPD – includes reflection and learning from experience
- Professional capability of team
- Budget position and effective control
- Complaints – number and outcome
- Absence levels within the team/number accidents
- No shocks

PERSON SPECIFICATION

Directorate: Social Care & Health

Group: Children & Young People's Services

Designation: Team Manager

ESSENTIAL REQUIREMENTS

Knowledge:	Thorough knowledge of Children's Act, relevant service legislation and procedures to ensure effective safeguarding and protection of children. S
Skills & Ability:	<p>Ability to make sound technical judgements.</p> <p>Inspirational leadership – to support, coach, motivate and direct social workers through effective practice and proactive management; to implement and lead on change.</p> <p>Decision making – to analyse information, draw conclusions, and effect judgements on care and risk.</p> <p>Problem solving – identify causes, make objective and informed judgements with sufficient emotional resilience.</p> <p>Self-Management – take ownership of issues, taking a professional and disciplined approach to case management, risk management and service users.</p> <p>Literate – to write reports etc.</p> <p>Numerate – to manage budgets.</p> <p>Excellent communicator.</p>
Experience of:	<p>Managing staff in a social work setting. S</p> <p>Managing budgets. S</p> <p>Working as a social worker. S</p> <p>Using recording and monitoring systems. S</p>

Qualifications:	<p>Good general education with good standard of literacy and numeracy.</p> <p>Dip SW or equivalent. S</p>
Personal Qualities:	<p>Able to work under pressure and to deadlines.</p> <p>Flexible approach.</p> <p>Able to develop and maintain productive relationships both within and outside the service.</p>
Health Requirements:	<p>Excellent attendance record.</p> <p>Able to undertake visits both within and outside the borough.</p>
Equal Opportunities:	<p>Able to demonstrate an understanding of how equalities and diversity can be promoted within a children's social work setting.</p> <p>S</p>