



Job Description

Job Title: **Adoption Panel Adviser**

POSCODE: HAY03560

Grade: CHILDAP

Overall Purpose of Role

To act as Agency Adviser to the Adoption Panel, through the provision of advice to the Chair, Panel members, agency and agency decision makers concerning:

- The Agency's policies, procedures and practices
- Children Act 1989
- The Adoption & Children Act 2002 and associated regulations
- Government Guidelines
- Fostering/Adoption regulations, standards, and guidance 2012

Main Accountabilities	
1	Work with the Panel Administrator to set the timetable for cases and agree the agenda for the Panel; arrange for members from the Central List to be invited to Panel meetings so that each Panel can discharge the business on the agenda effectively; ensure that Panel complies with the statutory requirements in terms of composition and quorum.
2	Quality assurance of reports presented to panel to ensure that the papers presented are complete and, when necessary, liaise with Team Managers and Social Workers to make good any deficits. Quality assurance of CPR's prior to submission to the ADM in respect of considering <i>should be placed for adoption</i> decisions for NCT children and when necessary, liaise with Team Managers and Social Workers to make good any deficits.
3	Arrange for the Panel to be professionally and accurately minuted; ensuring that the timescale for the production of minutes complies with statutory requirements. The Panel Administrator must also ensure the quality of minutes for presentation to the Chair and Agency Decision Maker.
4	Attend Panel, or exceptionally, arrange a substitute. Contribute a professional social work opinion on any relevant matter, advising the Chair of Panel on process and professional issues as required. The Panel Adviser will ensure that relevant issues are identified by Panel during the discussion and if any significant issue is not identified will bring it to the attention of the Chair.

5	Identify any issues of professional practice arising during Panel and report these back to the relevant Managers; and record any responses for the future attention of Panel.
6	Arrange for Panel Members to receive induction training and thereafter, opportunities for development and training, including arrangements for at least one annual training day
7	In consultation with the Chair of the Panel, review the performance of all Members on the Central List on an annual basis and if a Panel Member's performance or attendance at Panel meetings is not satisfactory that this is addressed outside of the annual review if required.
8	The Panel Adviser will offer such advice and guidance to Social Workers as seems appropriate in connection with fostering matters. Where there is a disagreement about the readiness of an item to be presented to the Adoption Panel, the Panel Adviser's decision will stand. In the event that the Social Worker disagrees then the Panel Adviser will refer the issue to relevant Senior Managers to resolve.
9	Where specialist advice is required that cannot be provided from the range of expertise within the Department, the Panel Adviser will be responsible for obtaining this either from one of the agencies of which Northamptonshire Children's Trust is a member eg Coram BAAF or the relevant Government Department (Department for Education, DoH, Home Office).
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	Degree in Social Work/ Certified Qualification in Social Work (CQSW)/ Certificate in Social Service (CSS)/ Diploma in Social Work (SW-SP)/ Home Office letter of recognition.	Practice Teacher Award/Enabling Others Certificate in Mentoring.

	• Social Work England (Previously known as HCPC) registration • Hold or willing to undertake Post Qualifying award in social work or Children, Young people, Families and Carers (specialist post qualifying award in social work).	
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Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	High level working knowledge of current relevant legislative framework and national policy	Minimum of 3 years post-qualification experience in an appropriate discipline/ service.
	Understanding of adoption within the context of the wider children's social care framework.	Essential
Skills:		
	Effective communicator with a high standard of interpersonal skills dealing with a wide range of people to support the attainment of strong professional practice	Essential
	Effective negotiation skills.	Essential
	Ability to work autonomously to meet deadlines and support effective use of panel resources.	Essential
Experience:		
	The adviser must have substantial post qualifying experience of working within children's social care	Minimum of 3 years post-qualification experience in an appropriate discipline/ service.
	Experience of working within fostering services including experience and understanding of implementation of Adoption and	Essential

	Fostering Regulations and national minimum standards.	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level	
What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☒
Enhanced Child/Adult Bar	☐

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☐
Flexible	☒
Field	☐
Home	☐