

## Job Description

Job Title: Panel Advisor

POSCODE: CCC2765

Grade: P3

### Overall purpose of the job

To advise, monitor and report on fostering practice within the Cambridgeshire Fostering Service and undertake the role of Agency Advisor to the Fostering Panels. To work as part of the Fostering Management Team to improve outcomes for children, devising and delivering fostering policies for the service, ensuring the organisation meets its statutory obligations.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	Undertake the role of Agency Adviser on the fostering panels, providing expert professional advice to both the Panel and Service to ensure compliance with fostering legislation and policies and procedures. To ensure that rigorous quality assurance is carried out, to promote good practice, in order to deliver services of high quality and achieve optimum potential for service users and children. To act on behalf of the Council as the lead expert on advice for fostering panel for example during OFSTED inspections and with other internal and external agencies.
2.	Lead responsibility of the organisation and running of the ongoing panel schedule of at least two fostering panels per calendar month. To oversee the panel process and ensure it is compliant with the Fostering Regulations and National Minimum Standards, from submission of paperwork, through to the decision making. The role will require to take the lead in liaising with the Panel Administrator, Panel Chair, Panel Members and the whole Service to ensure the smooth and orderly running of the panels.
3.	Develop and support opportunities for effective practice, in line with national guidance, legislation, county council policies, procedures and standards regarding fostering. To lead the promotion of good practice within the service and challenge practice that falls below expectation. To escalate concerns to senior managers, including Head of Service and Service Director.
4.	To lead the development of policies, protocols and practice standards in relation to fostering. To identify and provide good practice models for the service and to liaise with organisations and other authorities to research existing good practice and initiatives.
5.	To lead on and maintain systems for data collection, which inform the planning process so that such information can be utilised in the development of services and that those services are responsive to the needs of children and families. Provide detailed reports for the Head of Service and advise managers and other service areas on issues of quality and compliance.

6.	Take the lead on the development and maintenance of overall quality assurance systems within the service. Work with the Safeguarding and Quality Assurance Services on the audit programme in order to report on service performance. Develop systems and coordinate feedback that is incorporated into learning for the whole service.
7.	Provide oversight and guidance to ensure that the work of the fostering Panel is organised and monitored effectively to meet the needs of children, carers and all parties. Help develop services in response to identified needs in order that an integrated approach can be made to children and families.
8.	Work effectively with partners and stakeholders to monitor the overall consistency and effectiveness of the service. Support the service in ensuring that the perspective of children, young people, their families and carers who use fostering services are kept central to how the service operates.
9.	Have lead responsibility for the co-ordination of recruitment, evaluation and training for panel members and ensure members have up-to-date knowledge of regulations, guidance and research. Assist the Agency Decision Maker in undertaking appraisals of Panel Chair and Panel Members. To ensure a diverse and dynamic Central List is maintained and actively recruit new members to enrich the Central List.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

**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 required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree in Social Work (or equivalent)	Social Work	E
Registered with SWE		E
Significant post qualifying experience, including experience in family placement work.		E

Minimum levels of knowledge, skills and experience required for this job

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>		
Legislation and regulatory frameworks	An in-depth knowledge of the relevant legislation relating to fostering and work with children and families. Ability to advise the Fostering Service and Panel on regulatory matters and ensure compliance to the National Minimum Standards	E
Practice and Policy	In depth knowledge of policies and practice related to fostering. Both within the organisation and as part of good practice guidance. Ability to advise and where necessary, challenge the Fostering Service and Panel around practice matters.	E
Systems implementation and management	Ability to manage an annual schedule of foster panels, including ensuring that case management is orderly and that panels are Quorate. The ability proposes creative solutions to the implementation of policy and practice within the service and responsive to new service needs. This is to include the collection of data for reporting and monitoring quality.	D
<b>Skills</b>		
Communication	Proven ability to communicate effectively at all levels both verbally and in writing and through all mediums. Ability to engage in challenging, yet constructive dialogue with managers and practitioners within the service, to improve quality. Communicating effectively with stakeholders, both within and outside of the organisation. IT proficient	E
Supervision and support	Provide ongoing support to the Service in ensuring that the quality of paperwork to panel is good and consistent. Ability to support the Panel Chair in the appraisal of panel members and provide support both in panel, but also their overall development. Provide oversight and guidance to panel administrators on a daily basis in order for the smooth running of the foster panel schedule.	E
Service compliance, and delivering change	Proven ability to develop service compliance and promote good practice. Ability to recognise poor practice and formulate and support plans for the service	E

	with the view of supporting positive change. Ability to provide feedback to senior management.	
Ability to challenge and make decisions	Ability to take an objective and dispassionate overview and challenge poor practice. Ability to make difficult decisions and liaise with colleagues and partners effectively to maintain professional relationships and develop a learning culture for the service.	E
<b>Experience</b>		
Partnership working	Proven experience of inter-agency multi-disciplinary work. Experience of working across organisations and building strong relationships with all stakeholders.	E
Supervisory Duties	Ability to co-ordinate the processes around recruitment, evaluation and personnel issues. To be able to support appraisal processes and provide opportunities for Panel Members to develop themselves.	D
Quality Assurance	Experience of working within a Quality Assurance framework, which supports best practice and challenges poor practice. Ability to demonstrate an understanding of the National Minimum Standards and applying this to all paperwork that is submitted to Panel.	E
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced X	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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