

| Title   | Department                     | Post Ref.  |
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| Fostering Panel Manager/Adviser   | Youth Families and Social Work |  |
| <b>Job Purpose</b><br><i>Providing Agency Advice to the Fostering Panels, it is essential that you will have a good understanding of relevant Fostering legislation and regulations as well as the Agency's policies, procedures and practice. Effective communication and negotiation skills and an attention to detail are required in the role as responsibilities will include liaison between the Agency, Agency Decision Maker, Chair and the Panels as well as on-going liaison with and feedback to relevant social work teams, and Panel Business support to ensure that an efficient and quality assured service is provided.</i>   |                                |  |
| <b>Key Responsibilities</b><br><br>1. Personally and through team members to deliver the targets set down in the service and team plans.<br><br>2. To resolve any service delivery issues within available resources.<br><br>3. To improve customer satisfaction levels for his/her service.<br><br>4. To act as a professional exemplar in carrying out the above duties with a 'can do' attitude.<br><br>5. To build positive relationships with other staff and colleagues.<br><br>6. To inform the Service Manager of any changes in the operational environment including customer satisfaction issues.<br><br>7. To ensure confidentiality of information in respect of records maintained and tasks undertaken within Nottinghamshire County Council County Council Policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information (including that of service users and other employees) which may become known to you in the course of your work or associated activities/elements of the role |                                | <b>Key Accountabilities</b><br><br>1. Managing and maintaining 3 fostering panels to deal with associated activity.<br><br>2. Manage the process for ADM to consider fostering panel recommendations and all decisions post panel.<br><br>3. Ensuring compliance with National Minimum Fostering Standards in the way in which panels are constituted, supported and run (includes recruitment, induction and on-going training, support of independent Panel members, performance management, annual appraisals, CRB checks etc).<br><br>4. To be responsible for liaison between the agency and the fostering panels, monitoring and reporting on the performance of the fostering panels and the administration of the fostering panels.<br><br>5. Providing professional advice to fostering panel on legislation and agency policy and procedure, to ensure compliance with statutory requirements. |

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| 8. To maintain an up-to-date knowledge of relevant legislation and Departmental procedures, and to ensure that team members also take necessary steps to familiarise themselves accordingly. | 6. Assessing and advising on the quality of reports presented to the fostering panels and Agency Decision Maker (ADM) to ensure all necessary information is available.<br><br>7. Specified service targets within agreed resources<br><br>8. Alert the Service Manager of issues that could affect performance<br><br>. |
| <b>The post holder will perform any duty or task that is appropriate for the role described</b>  |  |

| <b>Person Specification</b>   |  |
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| <b>Education and Knowledge</b> <ol style="list-style-type: none"> <li>1. Evidence of continuous professional development.</li> <li>2. Knowledge and understanding of the main issues affecting the service area. Including policy, service initiatives, and the range of typical case management issues in Children's Social Care.</li> <li>3. Knowledge of the principles and practice of:             <ul style="list-style-type: none"> <li>• effective people management;</li> <li>• excellent customer service;</li> <li>• appropriate risk management;</li> </ul> </li> <li>4. CQSW or CSS or DipSW</li> <li>5. Social Work England registration</li> <li>6. Full driving licence (unless disability precludes this)</li> </ol> | <b>Personal skills and general competencies</b> <ol style="list-style-type: none"> <li>7. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</li> <li>8. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>9. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</li> <li>10. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol> |
| <b>Experience</b> <ol style="list-style-type: none"> <li>11. Five years experience within the service area</li> <li>12. Experience of planning and organising team work or co-ordinating complex activities</li> </ol>  |  |

***Role Dimensions***

- 13. Responsibility for effective function of the agency's fostering panel, as part of the council's fostering service and management team.
- 14. No direct financial responsibility
- 15. No direct reports, but work closely with the panel co-ordinators to ensure effective service delivery

*Please attach a structure chart*

Date 8<sup>th</sup> February 2021