

<b><i>Group Manager for the Regional Adoption Agency</i></b>	<b><i>Department Adoption East Midlands</i></b>	<b><i>Post Ref.</i></b>
<b>Job purpose:</b>  To lead and manage an outstanding Regional Adoption Agency that provides good outcomes for children who need adoptive parents, and deliver improvements to the quality of adoption services for adoptees and adopters across the AEM (Derbyshire, Derby, Nottingham and Nottinghamshire) area.		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"> <li>1. Strategic lead for the development and operational management of services delivered and commissioned by the Regional Adoption Agency.</li> <li>2. Ensure that the Regional Adoption Agency fulfils the statutory, regulatory and national minimum standards requirements.</li> <li>3. Ensuring that the standards required by the regulatory framework (Ofsted) are met.</li> <li>4. Ensuring effective child protection arrangements are in place for vulnerable children and promoting the wider safeguarding agenda</li> <li>5. The delivery of adoption services to agreed quality service standards and resulting in improved outcomes for children, young people and parents/ carers.</li> </ol>		<b>Key Accountabilities</b>  <ul style="list-style-type: none"> <li>• Provision of high-quality customer-focused services, placing the needs of children and young people at their centre.</li> <li>• Meeting statutory or regulatory standards that apply to the services managed</li> <li>• Investigation of complaints and disciplinary matters in accordance with relevant policies.</li> <li>• Staff performance within the services managed, ensuring that the performance of staff is annually appraised and that support is provided through regular managerial supervision.</li> <li>• Keep the workforce fully informed on matters relating to the development and implementation of the Regional Adoption Agency to achieve a culture of clarity of purpose and high performance.</li> </ul>

<ol style="list-style-type: none"> <li>6. Set and measure ambitious targets that reflect the Regional Adoption Agency's vision and values to develop "outstanding" provision, including service objectives that improve organisational effectiveness and sustainable service delivery.</li> <li>7. Leading service transformation in response to changes to the legislative framework governing adoption services.</li> <li>8. Ensuring the continuing cost-effective development of services, ensuring that provision is efficient and effective and in accordance with the Regional Adoption Agency's vision, values and strategy.</li> <li>9. Be responsible for budget setting, monitoring expenditure and delivering a balanced budget, including identifying income streams and external funding which would enhance the work of the Regional Adoption Agency.</li> <li>10. Ensuring the service responds proactively to business intelligence about emerging performance or capacity challenges.</li> <li>11. Ensuring services are developed through staff engagement and involvement of birth families, adopters, children and young people.</li> <li>12. Identifying opportunities for effective collaborative working.</li> <li>13. Lead the development of new models of working in line with best practice and in pursuit of innovation</li> <li>14. To lead, motivate, challenge and develop staff to ensure a fully integrated and continuously improving service.</li> <li>15. Lead on commissioning activity associated with the service design and delivery of the Regional Adoption Agency</li> </ol>	<ul style="list-style-type: none"> <li>• Ensure that diversity is valued and managed within the service and that all policies relating to equality of opportunity in the recruitment selection, supervision and management of staff and service delivery are observed.</li> <li>• The dissemination and implementation of changes from relevant legislative changes, government guidance, research reports and other publications.</li> <li>• Ensure that there is robust quality assurance of the work of the Regional Adoption Agency; that regular and sufficient audits are undertaken and that performance targets are tracked and steps taken to ensure that these are achieved.</li> <li>• Maintain appropriate standards in relation to Health and Safety and safeguarding responsibilities</li> <li>• Delivering services within the allocated budget.</li> <li>• Production and delivery of an annual financial and business plan, as well as Annual Reports on the performance of the service as a whole.</li> <li>• The provision of expert advice and guidance to the Partnership Board on operational or strategic issues associated with the adoption of children, highlighting issues which might give rise to media attention and / or external scrutiny.</li> <li>• Operating within the political environment of the Regional Adoption Agency and provide reports as and when required by the Partnership Board, politicians,</li> </ul>
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16. To cover for the Service Director when required to do so.	senior officers and the leaders of the participating local authorities.
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

### ***Person Specification***

#### ***Education and Knowledge***

1. Recognised Social Work Qualification.
2. Registration with HCPC.
3. Management qualification or equivalent experience
4. Evidence of continuous professional development
5. Comprehensive knowledge of the main issues and influences affecting the service area.
6. Detailed knowledge of main issues and influences affecting the services allocated to this post.
7. Comprehensive knowledge of the principles and practice of:
  - a. effective people management;
  - b. Change management programmes
  - c. Transformation of Service delivery
  - d. excellent customer service;
  - e. continual improvement using an evidence – based approach; and,
  - f. Appropriate risk management experience

#### ***Leadership and Management Skills***

1. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.
2. Strong interpersonal skills and an ability to communicate and influence effectively across an operating environment that includes a complex range of stakeholders including senior officers, senior politicians, service-users, staff and other key stakeholders.
3. An ability to effectively lead and communicate with a large and geographically diverse staff group.
4. Ability to make decisions and solve problems in a changing and complex multi-agency service environment, involving planning solutions and prioritising personal and service resources
5. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources.
6. An ability to deliver transformational change, including cultural change.

***Experience***

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| <ol style="list-style-type: none"><li>1. Significant experience, knowledge and expertise in adoption and permanence.</li><li>2. Significant experience of strategic leadership of transformational change programmes</li><li>3. Experience of leading the development of new models of working in line with best practice and in pursuit of innovation</li><li>4. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions</li><li>5. Extensive management experience, in a children's services setting</li><li>6. Significant experience of strategic budget and financial management</li></ol> | <ol style="list-style-type: none"><li>7. Ability to communicate using appropriate styles, methods and timing to maximise understanding and impact, including delivering training to a range of professionals.</li><li>8. Ability to build and lead a service, establishing relationships, and an open, motivating and innovative culture.</li><li>9. Resilient and able to deliver effectively against competing priorities across different agencies.</li><li>10. Ability to promote a learning culture, which uses and translates research evidence to inform and improve practice, policy and service delivery to provide best outcomes for children.</li><li>11. Ability to identify whole system problems and propose solutions.</li></ol> |
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***Role Dimensions***

- Reports directly to the Service Director, Youth Families and Social Work.
- Responsible for 80+ indirect reports
- Responsible for £5.2m budget
- Operates out of Trent Bridge House but will cover all bases across the RAA footprint.

