

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job title:</b> Fostering and Permanency Panel Advisor	<b>Grade:</b> PO4
<b>Section:</b> Children and Families.	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Team Manager, Fostering and Recruitment Team	<b>Responsible for following staff:</b> None
<b>Post Numbers:</b> RWCCLA03	<b>Last Review Date:</b> February 2022

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

There is currently a part time Fostering Panel Advisor vacancy in our Fostering Service to cover the fostering and permanency panel based in Wandsworth. We need an experienced, competent, and committed Panel Advisor with energy and drive who will work effectively to improve outcomes for our children and young people.

To provide professional advice to the fostering and permanency panel including to the Chair and to the agency decision maker to ensure that a high-quality fostering service is provided to Wandsworth's children and young people in compliance with the appropriate National Minimum Standards, Regulations, and all relevant legislation.

### Important internal relationships:

- All teams and staff within the Children and Families Division and Safeguarding Standards Service
- Heads of Service, Service Managers and Team Managers across Wandsworth Children's Services
- Colleagues from teams across the Shared Staffing Arrangement (SSA)

### **Important external relationships:**

- Children, young people, and their families
- All relevant partner organisations that Wandsworth Children's Services works in partnership with including schools, external service providers and the private and voluntary sector including foster carers and residential care providers; Police; Probation
- Local residents

### **Specific Duties and Responsibilities**

- To support the Council's Independent Fostering and Permanence Panel, working collaboratively with the panel chair, panel administrator, panel members, Agency Decision Maker and children's services.
- To work with the panel administrator and minute taker to agree the agenda and timetable for cases to be presented at panel and ensure that good quality panel minutes are available to the panel chair and agency decision-maker within statutory timescales.
- To offer advice and guidance to social workers and managers regarding the quality and content of reports, relevant accompanying documents required and the timeframe for submission of documents to panel.
- To offer feedback and address any issues of professional practice in relation to cases presented at panel, with social workers, their managers and IROs.
- To regularly meet with the Agency Decision Maker to clarify any issues arising the panel minutes
- To provide professional advice to the independent Fostering and Permanence Panel regarding the Fostering and Children Looked After regulatory frameworks and Wandsworth's local policies and procedures.
- Where specialist advice is required that cannot be provided from the range of expertise within the department, the Panel Advisor will be responsible for obtaining this from agencies which Wandsworth is a member of e.g. CoramBAAF, Fostering Network, FISS.
- In collaboration with the Chair, to prepare the annual panel report and present it to SMT/elected members
- In consultation with the panel members, to coordinate quarterly panel business meetings with the Panel Chair, Fostering Team managers, Service Manager, Head of Service and Agency Decision Maker.
- To contribute to the achievement of the authority's key purposes and to the continuous improvement of its performance.
- To advise, monitor and report on fostering and children's social care practice and performance.
- To ensure effective quality assurance mechanisms and systems are in place in order to achieve excellence and positive outcomes for children, prospective adoptive parents, and prospective foster carers and approved foster carers.
- To quality assure all reports prepared for the panel either electronically or in paper format, to make sure they meet the necessary standards and that all

relevant documents are available for panel members within statutory and regulatory timescales.

- Ensuring compliance of the Council's policies and procedures.
- Together with the panel chair, ensure that appropriate panel members are recruited with a diverse range of relevant personal experiences and professional backgrounds.
- To ensure that all panel members are inducted, have opportunities for learning and development, including arranging at least one annual training day, and have their performance reviewed annually.
- To be a member of the fostering management team providing vision and innovation in service planning and service delivery.
- To increase knowledge and understanding of fostering and children's social care practices and to develop best practice amongst social work staff.

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Generic Duties and Responsibilities**

- To keep knowledge up to date of changing contexts at local and national level and take account of these in social care practice; modelling the social care role and contributing to the public face of the organisation.
- Ensure that the voices and views of children and young people are sought, heard, and represented appropriately; and evidenced throughout the work.
- To lead the development and implementation of innovative ways of working, taking into account research and experience from own and other services.
- To work with the organisation to ensure that the Standards for Employers of Social Care Workers and Supervision framework is embedded across the service to maintain high standards of social care practice.
- To contribute to the continuous improvement of the services for children and young people in Wandsworth.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

- May be required to attend meetings such as working groups and Partnerships outside of the normal working day.

## Person Specification

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<b>Post Numbers:</b>	<b>Last Review Date:</b> October 2021

## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

- **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
- **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
- **Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Knowledge and application of the legal, policy and practice framework including the related national minimum standards.	A, I & T
The candidate must demonstrate sound knowledge of the relevant legislative framework: specifically Fostering Services (England) Regulations 2011 & 2013 and the Fostering Services National Minimum Standards 2011 and Care Planning, placement and Case Review Regulations 2010.	
Significant experience in Fostering and an understanding of the range of issues faced by vulnerable children, their families and the challenges that this brings for Foster Carers.	A, I & T
Effects of child neglect, trauma, sexual, physical and emotional abuse	A, I & T

Understanding of attachment and associated effects of early childhood deprivation and neglect	A, I & T
Racial awareness and understanding of the importance of a child's identity within the context of their race, culture, and life experiences	A, I & T
<b>Attitudes and Values</b>	
Sensitivity and empathy and respect for others	
Understanding of vulnerability, equal opportunities and working within a culture of anti-discriminatory practice	A & I
Understanding of the impact of collating, processing, and managing confidential sensitive information and the security aspects of the working environment	I
Flexibility, passion, and motivation to meet the demanding needs of the service to improve outcomes for children with a plan for Permanent Fostering	I
A well organised practitioner who is able to challenge constructively in order to achieve and retain outstanding standards at all times.	A & I
Availability for weekend and evening working when needed	A & I
<b>Skills</b>	
Ability to communicate to a high standard at all levels, both verbally and in writing, with external agencies, individual practitioners in a multi-disciplinary setting	I & T
Ability to make and sustain professional working relationships with foster carers, looked after children and all external partners	I
Ability to work autonomously and prioritise and organise tasks	I
Excellent attention to detail and accuracy with the ability to compose, design and record written information about children	A, I & T
Proactive, organised and methodological, with an ability to collate, understand and process sensitive information	A, I & T
<b>Qualifications and Training</b>	
Recognised Social Work Qualification (CQSW, Diploma or Degree)	A
Registration with Social Work England	A
Previous experience of working in a social work setting or with vulnerable children and families	A, I & T

**A – Application form****I – Interview****T – Test****C - Certificate**