**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Panel Chair, Fostering Panel | **Salary:** £1000 per day |
| **Section:** Fostering | **Directorate:** Children’s Services |
| **Responsible to following manager:**Fostering Manager | **Responsible for following staff:**N/A |
| **Post Number/s:**SCAS 911 | **Last review date:**  |

**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**

**Specific Duties and Responsibilities**

To chair panel meetings, ensuring that all items of business are covered and that the panel operates in accordance with regulations and the policies and procedures of the agency.

2. To prepare for panel meetings, reading panel papers carefully, identifying key issues and alerting the panel adviser if necessary to ensure, as far as possible, that the case is adequate for submission to panel.

3. To facilitate the active participation of all panel members in contributing to the panel’s consideration of cases and to the making of clear and well evidenced recommendations with the reasons for these.

4. To ensure that all those attending panel are treated with respect and courtesy.

5. To address diversity issues and to promote anti-discriminatory practice at all times.

6. To ensure that clear and accurate minutes are written, which record any serious reservations which panel members may have, and to be involved in checking and agreeing draft minutes with other panel members before they are sent to the decision maker.

7. To liaise with the agency decision maker and with other senior managers as required.

8. To ensure, along with the panel adviser, that senior managers are aware of issues of concern, in relation both to individual cases and to more general matters.

9. To be involved as appropriate in the recruitment and appointment of central list and panel members and in any consideration about terminating the appointment of a member.

10. To review, with the professional adviser, the performance of central list and panel members as the need arises, and at least annually.

11. To assist in developing, promoting and monitoring policies and procedures and high standards of work in fostering services in the agency.

12. To assist development of best practice in the panel and the development of the adoption service by taking part in overview groups.

13. To assist in planning training for members and to participate in this at least one day per year.

14. To safeguard the confidentiality of all panel papers and panel discussions.

15. To be involved in:

* Deciding whether a case is adequate for submission to panel;
* Deciding on the attendance of observers at panel;
* Deciding on the participation of a panel member who declares an interest in a case;
* Deciding when an extra panel may be necessary;
* The preparation of an annual report on the panel’s work.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* 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**

N/A

**Team structure**

Fostering Manager

Panel Chair, Fostering Panel

**Person Specification**

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|  **Job Title:** Panel Chair, Fostering Panel | **Salary:** £1000 per day  |
| **Section:** Fostering | **Directorate:** Children’s Services |
| **Responsible to:**Fostering Manager | **Responsible for:**N/A |
| **Post Number/s:**SCAS 911 | **Last Review Date:**  |

**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.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| An appreciation of the effect of separation and loss on children. | A I |
| Awareness of the richness of different kinds of families and their potential for meeting children’s needs. | A I |
| An understanding of the purpose and function of the panel and of the agency which the panel is serving. | A I |
| An understanding of the fostering process and practice and of the legislative framework for the work of the panel, or the capacity to develop this knowledge quickly. | A I |
| **Experience** |
| Experience, either professionally or personally or both, of the placement of children in foster families and of children being cared for awayfrom their birth family. | AI |
| Experience of chairing complex meetings. | AI |
| **Skills** |
| The authority and competence to chair a panel, ensuring that the business is covered and that the panel operates in accordance with Regulations and the policies and procedures of the agency. | A I |
| To be up to date with the legislative and organisational changes in fostering. | A I |
| Excellent interpersonal and listening skills. | A I |
| The ability to communicate well and clearly both verbally and in writing | A I |
| The ability to identify key issues and possible solutions and to communicate these clearly. | A I |
| The ability to facilitate the active participation of all panel members in contributing to the panel’s consideration of cases and recommendations. | A I |
| The ability to manage the expression of strongly held but possibly conflicting views by panel members and to help the panel to reach a recommendation which takes account of all these views. | A I |
| The ability to take up issues as required with the agency, liaising with the agency decision maker and other senior managers. | A I |
| The ability, working with the professional adviser, to review each panel member’s performance when required, and at least annually, ensuring that this is a helpful and constructive process for both the panel member and the panel as a whole. | A I |
| **Attitudes** |
| A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in foster families and their birth families where this appears to be in the child’s best interests. | A I |
|  |  |
| A commitment to fostering as a way of meeting a child’s needs, where this appears to be in the child’s best interests. | A I |
| A commitment to safeguarding and promoting children’s welfare in foster care.A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexuality. | A I |
| An understanding of, and a commitment to, the need for confidentiality. | A I |
| A willingness to increase knowledge and understanding of issues through reading, discussion and training. | A I |
| A willingness to contribute constructively to the annual review of their role as panel Chair. | A i |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**