

# Job Description and Person Specification

Role: Panel Advisor and Foster Carer Review Chair



# Job Description

<b>Job Title</b>	Panel Advisor and Foster Carer Review Chair
<b>Grade</b>	8
<b>Service</b>	Fostering
<b>Reports to</b>	Operational Lead – Fostering
<b>Location</b>	Broadgate House
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## **About the Service your team will provide**

### **Purpose of the role**

To act as Agency Advisor to the Fostering Panel, through the provision of advice to the Chair, Panel members, agency decision makers, children's services staff and other stakeholders in line with the Agency's policies, procedures and practices, relevant legislation, Fostering regulations, standards and guidance.

To work with business support colleagues to co-ordinate the Council's Fostering Panel in order that fostering work is considered effectively within legal requirements and the service's policies.

To chair foster carer annual review meetings for approved foster carers.

## **Main Duties & Key Accountabilities**

1. To attend and offer professional social work advice to the fostering panel and advise and support the chairs in their role.
2. To ensure that panel procedures meet the legislative and national minimum standards requirement in line with Fostering Regulations, Standards and Guidance and are updated as required.
3. To recruit and induct new members to the panel central list and ensure the panel membership list is correctly constituted, and reflects a diverse membership in relation to gender, sexuality, race, disability and experience where possible.
4. To arrange and participate in panel member annual appraisals alongside the panel chair
5. To monitor and review panel member individual files.
6. To arrange for the Chairs' annual appraisal to be undertaken by the agency decision maker.
7. To organise Panel Training Days in conjunction with the Fostering Service.
8. To keep up to date and advise Panels on relevant legislative, practice and policy changes, research, and organisational changes. To ensure new legislation, practice and policies, which impact on panel work are implemented.
9. To ensure that 6 monthly meetings are held between the Panel Chairs, and Agency Decision Makers, and relevant senior managers.

10. To liaise where appropriate with legal and medical advisors on individual case issues.
11. To provide a written quarterly report for the agency decision maker and the operational lead for fostering in relation to the practice, policy and organisational issues raised by Panel and from Panel Advisors own observations. Contribute to any reports required under the Fostering Standards and Regulations and in preparing for relevant inspections.
12. To ensure that the panel minutes are accurate and of sufficient quality. To work with the Business Services to ensure that Panel Administrators provide an effective service.
13. To work with the agency decision maker to ensure that representations to the Agency or to the Independent Review Mechanism are dealt with appropriately.
14. To ensure that social workers, Team Managers and the Operational Lead for Fostering are provided with feedback on quality of reports and on individual cases (prior to cases being presented to the panel). Identify any key issues that may require clarification or consideration by the Panel Chairs.
15. To advise on the need to withdraw or defer cases in discussion with the Panel Chair where there are concerns and inform the relevant Team Manager and the Operational Lead for Fostering.
16. To provide case updates to the agency decision maker in cases in which there is a qualifying determination and respond to agency decision maker queries about the panel recommendations.
17. To work with business support services to coordinate annual reviews for foster carers
18. To chair annual review meetings, drawing together feedback from parties to form recommendations.
19. To raise issues of disagreement about foster carer terms of approval with fostering team manager and operational lead for fostering in order to support process of qualifying determination.
20. To record outcomes of foster carer annual review meetings in accordance with council recording policy.
21. To operate at all times within the professional ethics and discipline of social work as described in the HCPC codes of practice.
22. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Foster carers, Fostering applicants and Fostering panel members	<b>Internal</b> Line managed by operational lead working closely with fostering team managers and social workers
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

The postholder has no direct line management responsibility but is responsible for the induction of new panel members and each panel member's annual appraisal.

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<p>High level working knowledge of current relevant legislative framework and national policy including the Regulations, Standards and statutory guidance relevant to fostering. ·</p> <p>Demonstrable knowledge of professional practice, legal framework and service delivery issues in the practice area. · Ability to interpret and disseminate policy and research. ·</p> <p>Expertise, understanding and knowledge of child development and attachment theory as well as social work theory. · Ability to interpret and analyse statistical and written information. ·</p> <p>Excellent knowledge of fostering ·</p> <p>Sound knowledge and understanding of diversity, difference and anti-discriminatory practice.</p>	
<b>Skills and Abilities</b>	
<p>Skills in work planning, problem analysis, time management and working deadlines. ·</p> <p>Excellent written and verbal presentational and communication skills including the ability to communicate effectively at all levels and produce coherent written reports, letters and minutes ·</p> <p>Ability to set, work to and enforce service standards and objectives, monitor performance against key indicators of performance, give feedback and demonstrate a commitment to the provision of high quality services.</p> <p>Ability to constructively, assertively and effectively challenge practice, reporting issues of performance and issues for resolution by managers at all levels in the organisation. ·</p> <p>Ability to work on own initiative and the capacity to make independent judgements as well as manage an assigned workload prioritising tasks to achieve deadlines and performance measures ·</p> <p>Ability to provide professional advice to staff on matters of policy, practice and procedures impacting on planning for children looked after. ·</p> <p>Ability to quality assure through case audit and review to ensure high standards of practice within the service.</p> <p>Ability to ensure that staff reports reflect evidence based quality assessments.</p>	

Ability to make sound judgements based on the analysis of the written facts. .

Ability to monitor and review all cases presented to the Fostering panel to ensure compliance with the Standards and Regulations. .

Ability to work within Equal Opportunities, non- discriminatory framework. .

Effective negotiating and interpersonal skills. .

Ability to identify, attain and maintain high levels of practice. .

Ability to communicate, negotiate and influence a wide range of practitioners, managers and partners from other agencies. . Ability to communicate effectively with Members, service users, and colleagues at all levels .

Ability to build effective partnerships internally and with external agencies. .

Work to tight deadlines. .

Using Information Technology and computer skills. .

Write and present clearly for a wide range of audiences.

Ability to manage stress and work under pressure. .

Ability to manage change.

### **Experience**

The Advisor must be a social worker with extensive post qualification experience. .

Experience working within fostering services .

Substantial experience of working with children and families including complex cases. .

Experience of successful inter-agency working. .

Providing consultation, mentoring and developing qualified staff/Social Work Assistants or equivalent .

Experience of care planning policy and standards. ·
An understanding of implementation of Fostering Regulations
<b>Qualifications</b>
Social work qualification – BA, MA, CQSW, DipSW ·
Social work England registration
Desirable: PQ consolidation award or evidence of CPD practice teacher’s award, research based practice etc
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to an enhanced check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>		<b>Date Reviewed</b>	August 2018
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