

Job Description and Person Specification



Job Description

Job Title	Fostering Panel Support Officer
Grade	4
Service	Children's Services
Reports to	Operational Support Manager
Location	City Wide
Job Evaluation Code	X9080L



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 / Output

To ensure that professional arrangements of Fostering Panel are made on the day and participate in all such meetings by taking comprehensive electronic notes to be reproduced as official documents in accordance with The Fostering Regulations. Process Agency Decision Making and approval changes following the Fostering Panel Meetings.

To contribute to Children's Services priorities within the Fostering service by ensuring a smooth and efficient process in preparation for, during and after the fostering panel. Ensuring a positive and professional experience for prospective Foster Carers.

To support Improvement and Ofsted priorities in Children's Services, whilst continuously working to the common objective of making a difference to improve the lives of Children, Families and Young People.

Main Duties & Key Accountabilities

Core Knowledge

- Maintain confidentiality at all times.
- Service Panel in accordance with relevant Regulations and Standards:
 - Prepare, attend and take comprehensive notes of the Fostering Panel including distribution of panel paperwork to panel members
 - Produce an accurate written record of discussion and recommendations for the approval and signature of the Panel Chair and Agency Decision Maker. This record constitutes the minutes as an official document
 - Produce letters to carers, applicants and other parties as needed within agreed timescales confirming recommendations of panel according to an agreed format, for approval and signature of the Agency Decision Maker or Panel Chair
 - Ensure the production of letters and minutes is carried out within regulatory timescales
- Coordinate Panel Meetings including ensuring quoracy and distributing relevant documentation
- Process changes to electronic records in accordance with recommendations of Fostering Panel and Agency Decisions
- Ensure that information systems and Performance monitoring forms are completed after each Fostering Panel meeting

- Assist in the provision of general support services to the Fostering service
- Assist in the maintenance of case record files.
- Maintain record of central list membership and files for panel members
- Maintain up to date information on all Panel members, ensuring that any statutory checks are kept up to date.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies	Internal MASH Partners Area Social Worker Teams Early Help Colleagues Social Work Academy Youth Justice Service Looked After, Permanence and Through Care Teams Fostering, Commissioning and Placements Safeguarding Partnership Human Resources Finance Colleagues Customer Services Colleagues LADO Adults Services
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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:

N/A

Person specification

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Knowledge	
Knowledge of the services provided by Local Government	
Good knowledge of IT packages to undertake word processing and produce high quality of documents including minutes	
Basic knowledge of Health and Safety in the workplace and of risk assessments	
Good knowledge of Data Protection guidelines	
Knowledge of a range of office systems and procedures	
Good level of knowledge of the work undertaken by the Fostering Service and by Children's Services	
Knowledge and understand of Children's Services information management system, e.g. Liquid Logic or equivalent.	
Skills and Abilities	
Excellent organisational skills to be able to organise and prioritise workload within the team	
Communication skills to be able to establish effective working relationships within the team and with customers	
Ability to deal with confidential information appropriately	
Ability to analyse and evaluate information	
Ability to record and interpret information accurately	
Ability to remain calm in sensitive and upsetting situations	
Experience	
Of a range of office systems both computerised and manual and administrative work	
Of handling confidential information	
Of regular production of accurate minutes from electronic notes taken at meetings, to agreed time/scales.	
Qualifications	
Good standard of numeracy and literacy	

Formal IT qualifications e.g. RSA, Clait, NVQ, ECDL or equivalent

Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974
- A Criminal Record Disclosure will be required prior to appointment.
- Willingness to undertake further training and develop knowledge and skills
- A Standard DBS check will be undertaken as part of the pre-employment checks for this post.

Date Created

November 2018

Date Reviewed

November 2022