

Job Description and Person Specification

Job Title: Senior Personal Advisor

Job Details	
Grade	6
Service	Throughcare
Location	Throughcare
Job Evaluation Code	A6007

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

At all times, to promote and safeguard the welfare of children and care leavers who live or access services in, or who are looked after by, Coventry City Council. Working as part of a children looked after and care leaving service with social workers and professionals to deliver a high quality and effective service. A particular focus on supporting and improving outcomes for care leavers. To act as a personal Adviser to a specified number of young people and be their first point of contact, with responsibility for providing flexible support and advice when they are preparing and planning to leave care, and throughout their transition to adulthood when they access the aftercare service. To provide care, support and guidance to children in care and care leavers (up to age 25 years) and enable them to develop the life skills and confidence to live independent adult lives. The role would also require close liaison and support to social workers and other agencies. Liaison with local housing support services, DFE, accommodation providers as necessary to ensure positive outcomes for care leavers. To advise line manager of any unmet needs, service deficits, resource implications and unresolved issues. To work within the framework of legislation, departmental policies and procedures. To work within the budgetary and resource constraints applicable.

Key Responsibilities and Accountabilities
Maintain detailed knowledge of all relevant legislation, statutory guidance and case law relating to housing, issues concerned with housing, and corporate parenting responsibility. Apply this knowledge to the duties in this post.
Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include working with care leavers facing complex situations and those with higher need.
To hold case responsibility for young people aged 18 -25 who have left care in relation to the management and review of their individual pathway plans.
Develop and maintain a full understanding of government initiatives to help young people entitled to After-Care services to make informed choices on the range of learning and employment opportunities available to them.
Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and ensure this is disseminated across the service
To maintain accurate written records and files in line with CCC IT systems and Data Protection/Information Governance policies.
To develop relationships with all professionals working within key organisations and agencies, and to advocate for and on behalf of care leavers to ensure they receive appropriate services.
To liaise with housing support services and housing liaison officer to ensure that the correct applications are made within timescales.
Carry out complex risk assessments to departmentally determined professional standards. and support to Personal Advisers to upskill their ability to assess and plan.
Provide support to Personal Advisers and promote good practice in their caseload/work activity. Including: co-working, modelling, coaching, and mentoring (where required).
Identify and assist areas of improvement for the service delivery to care leavers
Provide expertise and professional excellence in a specialist field acting as a resource and champion to the team and department to develop practice, engage in research and evaluation of practice.
To maintain personal and professional training and development to meet the challenging demands of the job
Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision
Make pro-active use of supervision to extend effective practice, reflection and development and to meet the objectives of appraisal
Any other duties and responsibilities within the range of the salary grade

Key Relationships

External:	Police Housing Health Probation Prison Services	Internal:	Children's services Education
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Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • 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. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
NA

Person Specification	
Requirements	
Knowledge	A thorough working knowledge working knowledge of the range of issues that care leavers might expect to face as they make their transition to adulthood and the legal framework affecting care leavers (in particular the 1989 Act and Children (Leaving Care) Act 2000 and related Regulations e.g. Vol. 3 planning transition to adulthood)
Knowledge	A thorough knowledge of Social Care and Leaving Care provision
Knowledge	Be capable of understanding and acting upon relevant legislation concerned with accommodation, housing and homelessness and UASC
Knowledge	Equal opportunities policies and how to provide services that are sensitive and relevant to all service users.

Skills And Ability	A proven track record of consistently high standards of practice and evidence of ability to take on care leavers with complex needs/circumstances
Skills And Ability	Written skills to write concise and accurate case notes, reports and correspondence
Skills And Ability	Able to form positive working relationships with other agencies and professional supporting young people
Skills And Ability	Communication skills to communicate with a wide variety of audiences (e.g. care leavers; housing providers; support agencies) using a variety of resources
Skills And Ability	Problem solving, investigative and analytical skills to be able to analyse and act on information provided
Skills And Ability	Influencing and organisational skills – the ability to get the required information from care leavers in a timely fashion
Skills And Ability	Organisational and administrative skills to be able to plan, prioritise and organise workload and meet deadlines when working under pressure.
Skills And Ability	The ability to work flexibly across all functions of the service, where demand dictates
Skills And Ability	Excellent skills and abilities in team working and working with other colleagues and partner organisations
Skills And Ability	ICT skills in using standard software provided (word; excel; office etc) and skills in inputting and retrieving data accurately to the teams ICT systems
Skills And Ability	Able to form positive working relationships with other agencies and professional supporting young people
Skills And Ability	Presentational and training skills
Skills And Ability	The ability to travel in and out of the city
Skills And Ability	Communicate effectively in highly charged, complex or challenging circumstances
Skills And Ability	Ability to engage with finance management issues with young people and it will be necessary handle cash/purchasing cards to support with purchasing certain items within CCC procurement guidelines.
Skills And Ability	Sets, agrees and delivers on objectives and able to plan their workload
Skills And Ability	Good assessment skills and ability to analyse and process information
Skills And Ability	Ability to contribute to the evaluation and analysis of recording and the use of information systems to inform good practice and maintain a focus on positive outcomes for care leavers.

Experience	Of working successfully with young people who are in care or have a care history who may present with a range of needs and may participate in risk taking behaviours.
Experience	Minimum 2 years' experience of working as a Personal Adviser and with care leavers who may have complex need.
Experience	Demonstrable experience of the use of a range of evidence-based interventions to effect change with care leavers
Experience	Of incorporating and using research and evidence informed approaches into practice
Qualification	To have completed or be willing to work towards a Personal Adviser accreditation programme
Special Requirements	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 a check of police records via Disclosure and Barring Service (DBS). Some evening and weekend work may be required.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:			
Job Title:		Date:	