

# Job Description

## For Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Adoption Panel Advisor	JEID	L0462
Salary Grade:	N		
Team:	Adoption Central Services		
Service Area:	Adoption		
Primary Location:			
Political Restriction	This position is not politically restricted.		
Responsible to:	Head of Service - Adoption Central England		
Responsible for:	Advising the Adoption Panel and adoption agency in accordance with statutory requirements		

### Role Purpose

To be an Adoption Panel Advisor to the Adoption Panel meetings arranged through Adoption Central England (ACE) providing advice in accordance with relevant legislation, guidance, policies and procedures to the chair, adoption panel members and social work staff both within ACE and the local authorities.

### Role Responsibilities

Preparation for and attendance at adoption panel meetings.

Providing professional advice to the adoption panel chair and members and social work practitioners on the full range of adoption practice and processes.

Ensuring that the adoption panel operates in accordance with legislation, statutory guidance and national minimum standards.

Quality assuring standards of adoption practice and contributing to service and practice improvements and developments.

To be a key point of contact and liaison between the adoption panel, ACE and local authority adoption agencies.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	
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### Main Tasks

- To attend adoption panel meetings in order to raise and highlight issues and provide professional social work and specific adoption related advice to the chairperson and panel members.
- To be responsible for ensuring that the adoption panel procedures and guidance are in accordance with legislative requirements, the national minimum standards for adoption and local requirements.
- To monitor the quality of reports presented to the adoption panel, take action as necessary and provide feedback to the adoption agency. To also contribute to 6 monthly meetings with the agency decision makers and other senior managers to report back on the overall quality of adoption practices and adoption performance.
- To support the agency decision makers in fulfilling their role in the most efficient and effective way to ensure timely decisions and placements for children with an adoption plan.
- To ensure that adoption panel meetings are organised and run efficiently and that the minutes are accurate and of sufficient detail and quality to meet national standards and are stored safely.
- To make when necessary a decision that an item is to be withdrawn from an adoption panel agenda after discussing this with a senior manager within ACE and the relevant local authority.
- To assist with the maintenance of the central list, to recruit and induct new members to the adoption panel, providing ongoing support, advice and challenge on their contribution to the work of their adoption panel, ensuring that an annual performance review is completed.
- To organise and, as required contribute to training for adoption panel members and social work staff across the region.
- To ensure that adoption panel members are kept up to date with relevant legislative, practice and policy changes, research and organisational change that has an impact on the work of the panel.
- Where any recommendation to the adoption panel appears to be in breach of good practice or is contentious, to bring the matter to the attention of the relevant senior managers prior to any decision being made.
- To liaise with and ensure contributions from specialists such as medical and legal advisors, to adoption panel meetings as required.
- To contribute to business intelligence and other reports as required nationally, by ACE and the local authorities.
- To monitor the feedback received about the work of the adoption panel, respond to complaints and representations and support any reviews to the independent review mechanism panels as required.
- To propose and initiate new developments and working practices that will support the overall aims and objectives of the adoption services.
- To implement a quality assurance framework that takes into account learning from current practices, feedback and representations and ensure that these are incorporated into service improvements both for the adoption panel and wider service.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Professional social work qualification and current registration as a social worker with the Health and Care Professionals Council (HCPC)	A
Minimum of 5 years relevant post qualification experience in child care social work practice including adoption	A,I
Experience of managing others/ staff supervision or consultancy to social workers	A
High level working knowledge of current relevant legislative framework including statutory guidance and national minimum standards.	T
Expertise, understanding and knowledge of child development, attachment theory, social work theories and adoption/permanency outcomes	A,I
Ability to independently interpret and analyse varied and complex information, assessing needs and plans for children, identifying aspects of good practice and areas for improvements	A,I
Ability to work under pressure, prioritise and meet deadlines	A,T
Ability to work well and constructively with others, including senior managers to progress cases and escalate matters of concern	I
Experience of handling and monitoring information, contributing to reports and service developments.	

### Desirable Criteria

Assessed By:

Experience of staff recruitment processes and requirements	
Management training	
Experience of staff training/development of others	
Leading projects on policy or service development	

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	