

Job description

Structure information

Job title: Agency Advisor, Adoption South East
Reports to job title: Head of Service, Adoption South East (external)
Directorate: Families, Children and Wellbeing
Division: Family Help and Protection
Section: Adoption South East Regional Adoption Agency
Job identification number (JIN): 1341

Job purpose

To manage the Adoption Panels and Agency Decision Maker processes relating to Approvals and Matches for the Regional Adoption Agency and Brighton and Hove City Council, providing practice expertise in ensuring quality of practice and compliance.

Principal accountabilities

1. Manage the ASE Adoption Panel Team and its processes, which comprises the Business Support Lead, the Panel Administration Team and Panel Advisors.
2. Manage all aspects of the Central List including the recruitment, retention, training, support and appraisal of Panel Members.
3. Work in partnership with the Independent Panel Chairs and Panel Advisors to deliver a fluid and effective Quality Assurance process which recognises helpful practice and provides constructive feedback to the professionals within the system.
4. Ensure that panel submissions demonstrate compliance with the relevant regulatory frameworks and local policies and practice requirements, family centred thinking and inclusive practice which is strengths based and engages meaningfully with assessed risks and support needs, and trauma aware thinking and practice.
5. Ensure in partnership with the Independent Chairs of the Adoption Panel, that Panel Processes deliver sound and compliant recommendations to the Agency Decision Makers, respectful and robust panel meetings which hold the agency to the highest professional standards, and respectful and kind feedback to professionals and service users.
6. Provide technical and statutory guidance to Panel Chairs, Service Managers, Team Managers and the Agency Decision Makers where this is requested of the Adoption Panel team, sourcing additional guidance and advice from other agencies and colleagues within the ASE partnership where needed.

7. Maintain an overview of the quality of the agency's reports to the Panel, identifying learning and contributing to service wide and team specific continuous professional development.
8. Coordinate the ASE disruptions process and learning reviews in partnership with the relevant teams in the Local Authority Children's Teams further to adoption disruptions.
9. Liaise with the ASE Senior Leadership Team, Panel Chairs and Agency Decision Makers to coordinate training events for Panel Members and Social Work Teams to ensure a current and shared knowledge base.
10. Have primary responsibility for the management and planning of budgets for the panels and to ensure compliance with all financial regulations.
11. Maintain an overview of national policy and guidance and assist the Directorate in developing and implementing its response. Develop operational policies and procedures to support the development of services.
12. Act as the lead manager for adoption staff employed on Brighton and Hove City Council terms and conditions within Adoption South East for HR purposes, and supporting Adoption South East operational managers and supervisors of Brighton and Hove City Council staff.

Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

Diversity and inclusion accountabilities

Understand the council's diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

Person specification

Structure information

Job title: Adoption Agency Advisor

Reports to job title: Head of Service, Adoption South East (external)

Directorate: Families Children and Wellbeing

Division: Family Help and Protection

Section: Regional Adoption Agency, Adoption South East

Job identification number (JIN): 1341

Essential criteria

Job-related education, qualifications, and knowledge

- A recognised social work qualification and current professional registration with Social Work England.
- Comprehensive knowledge of adoption regulations, national minimum standards, safeguarding frameworks and helpful practice in Adoption.
- A lived commitment to inclusive and anti-oppressive practice.

Experience

- Significant post qualifying experience in adoption or permanence planning, including management experience.
- Experience of the work of Adoption Panels.
- Experience of offering professional challenge and feedback in order to ensure compliance and improve quality.

Skills and abilities

- Confidence and competence in virtual working in order to operate online Panel meetings.
- The confidence to give written and verbal advice and feedback based upon your expertise, knowledge and experience.
- The ability to quality assure large amounts of written information and provide analysis and advice which acknowledges strengths and support practitioners to achieve the required and recommended improvements.
- Excellent communication skills, both verbal and written, for a variety of audiences.

Health and safety knowledge

- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
- Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

Diversity and inclusion

- Demonstrate a genuine commitment to the council's values in relation to embracing diversity and provide a service based on fairness and inclusion.
- An understanding of the structural disadvantages that have the potential to cause additional harm and challenges to those people involved across the adoption practice landscape and a commitment to challenge and change these.

Other requirements

- A strong commitment to delivering best outcomes for all children and their families who use the services of Adoption South East.