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| **1** | **POST TITLE** | Chair of Social Work Progression Panels and Quality Assurance of Child Permanence Reports |
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| **2** | **POST NUMBER** |  |
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| **3** | **GRADE** | HPO3 pro rata hourly rate |
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| **4** | **LOCATION** | To be confirmed – somewhere within County Durham |
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| **5** | **RELEVANT TO THE POST** |  |
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|  | **Flexible working** | Not applicable. |
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|  | **Disclosure and Barring Service** | Subject to DBS enhanced disclosure |
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|  | **Politically restricted** | The council has designated this as a politically restricted (SCP 44 and above) post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

**6 ORGANISATIONAL RELATIONSHIPS:**

The post holder will be responsible to the Strategic Manager for Looked After Children and Permanence.

**7 DESCRIPTION OF ROLE:**

The post holder will be required to Chair the Social Work Progression Panels for Qualified Social Workers working within Childrens Services. This will be a commitment of approximately 15 working days throughout the year and you will be required to work alongside the Workforce Development Manager to assess the quality of individual social work practice to enable social workers to progress.

This will involve preparation and reading time and the organisation of the Panel meetings where you will assess written evidence, references from Team Managers and interview the candidates asking relevant questions. Business Support will be available to assist where required.

To undertake this role you will need to be or have been an experienced manager in Children’s Services and be a registered social worker with the HCPC.

The post holder is also required to act as Adoption Agency Advisor for the presentation and approval of Child Permanence Reports for those children who require the approval of an adoption plan. This will involve Quality Assuring the Child Permanence Reports written by social workers offering advice and guidance as required and to make a recommendation to the Adoption Agency Decision Maker regarding the suitability and appropriateness of the child’s plan.

This will involve a commitment of approximately 25 days per year.

You will need to be qualified under the Adoption Agency Regulations 2013 to undertake this role.  You will need to have several years’ experience working in Children’s Services, preferably in a management role overseeing statutory children’s social work and be fully familiar with the legal requirements of the Children and Families Act 2014.

You will need to be a registered social worker with the HCPC to undertake this role.

The post holder may also be required to undertake additional duties by Children’s Services as required.  These will be payable by a separate arrangement pro rata.  These may include the investigation of complaints, disciplinary enquires and case management reviews.

**8 DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Chairing the Progression Panel for qualified social workers working within Childrens Services, interviewing candidates wishing to progress to a senior social worker level
* Working alongside the Principal Learning and Development Officer to assess the quality of individual social work practice to enable social workers to progress to a senior social worker level
* Assessing written evidence, references from Team Managers and interviewing candidates
* To act as Adoption Agency Advisor for the presentation and approval of Child Permanence Reports for those children who require the approval of an adoption plan
* Quality assuring the Child Permanence Reports written by social workers offering advice and guidance as required
* Making recommendations to the Adoption Agency Decision Maker regarding the suitability and appropriateness of the child’s plan of adoption
* Investigating complaints when required
* Undertaking disciplinary investigations and presenting the findings at disciplinary hearings when required
* Any other duties as reasonably requested within the Grade of the post

**9 COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification**: Chair of Social Work Progression Panels and Quality Assurance of Child Permanence Reports

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * HCPC Registered Social Worker * Qualified under the Adoption Agency Regulations 2005 * Management qualification at Level 5 or equivalent |  | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Chairing meetings * Working in Children’s Services in a statutory role * Management of projects and staff * Overseeing statutory children’s social work * Undertaking investigations to conclusion * Presenting reports to senior managers |  | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Interviewing skills * Investigative skills * Assessment skills * Effective communication skills | * Legal requirements of the Children and Families Act 2014 | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Strategic thinker * Self-motivating * Tolerance * Commitment to the role * Flexible in approach to work |  | Application form  Selection Process  Pre-employment checks |