

**Job Description**

**Job Title: Panel Advisor – Adoption**

**Salary Grade: Grade** 9

**SCP:**

**Job Family:** People Care

**Job Profile:**

**Directorate: Together for Children**

**Job Ref No:**

**Work Environment:**

**Reports to: Team Manager**

**Number of Reports: N/A**

**Purpose:**

The principal role of the Panel Adviser is to provide professional advice to the panel. S/he also ensures that arrangements for panel are coordinated in advance, run smoothly on the day, and that follow-up actions and reports happen as required.  S/he is also responsible for ensuring that appropriately experienced and qualified panel members are recruited, inducted and receive training and annual appraisals.

**Key Responsibilities:**

* Quality assure papers being prepared for panel to make sure they meet the necessary standards and that all relevant papers are available.
* Act as professional advisor for Together for Children Adoption panel regarding panel procedures and practices, the impact of any recommendations made by the panel, and all relevant current and proposed Government legislation and guidelines.
* Ensure that the panel undertakes reviews of practice and outcomes as required and consistent with regulation and guidance.
* To be the main reference point for Together for Children adoption and permanent families staff concerning panel policies, procedures, expectations and outcomes.
* Assist the Team Manager in consultation with the panel chairperson, in the appointment, termination and review of members of the adoption panel.
* To be responsible for the induction programme for new panel members, and in partnership with the panel chairperson, for panel developmental / training.
* To be responsible, with the panels’ chairpersons, for ensuring that applicants and workers attending panel are treated with respect and all questions / matters raised are appropriate and managed sensitively and that feedback is collected, analysed and fed back to panel and key staff.
* To be responsible, with the panels’ administrators for ensuring the smooth and timely running of the panels in different locations.
* To be responsible for planning, organising and facilitating of panel business meetings.
* To complete the decision record for child permanence reports prior to consideration by the Agency ADM.
* To ensure that the panel process is completed to the point of decision making and all outcomes are recorded and final versions of minutes and other documents are signed and filed.
* To be responsible, with the panels’ chairperson, for the performance monitoring of the panel.
* To support the panel chairperson in providing six monthly quality assurance reports for Together for Children Board on the work of the panel and the quality and timeliness of reports presented to panel.
* Provide reports as necessary in support of the panel process in conjunction with the panel administrator.
* To work with the panel administrator and chairperson to ensure the agency decision maker receives final minutes in order that all decisions are made within timescales.
* Undertake any other duties deemed commensurate with this post as directed by the line manager.
* Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, government policy and research relating to all aspects of the work.
* Safeguard and protect vulnerable adults and children in accordance with Together for Children policies and procedures at all times.