

Leeds City Council

Job Description

Directorate	Children & Families
Service Area	National Adoption team
Job Title	Practice Improvement and Development Manager- Family Finding & Matching
Grade	PO6
Conditions Of service	NJC
Responsible To	National Strategic Adoption Lead
Responsible For	Supervision and appraisal of staff

Job Purpose: The Practice Improvement and Development Manager will take overall responsibility for working with Regional Adoption Agencies to help progress matches for children, providing practice support to RAA's and working with other key stakeholders to implement improvement to practice regarding adoption.

Responsibilities:

1. Provide support to agencies to help them make best use of the services offered by the current national provider, Link Maker, including
 - a. responding to questions in relation to placement of individual children and potential links for approved adopters
 - b. offering support to individual workers to help them consider the best approach for identifying links for specific children/prospective adopters
 - c. helping workers/agencies consider alternative recruitment solutions for children who are proving harder to place
 - d. running training and workshops on profiling children/the use of activity days etc.
2. Work with the RAA's to promote innovative and evidence-based family finding practice across England and:
 - a. Gather and analyse information about the current use of Link Maker and other matching tools used across the sector
 - b. Develop user standards and guidance regarding family finding and matching practice
3. Promote the work of the current provider, Link Maker, and other matching tools used in the pan regions and the dissemination of information relating to adoption practice
 - a. develop materials to be used with adopters, children and young people, birth families and practitioners to explain how matching works and the role of a digital platform, currently Link Maker, and other matching mechanisms to promote the needs of children
 - b. maximise opportunities offered by the digital platforms to promote adoption and to provide useful information and advice for people involved in the adoption process
4. Support the development and operation of an online linking system and maximise the opportunities this presents
 - a. Liaise with Link Maker staff, user groups and other support services to help enhance and developed digital solutions to family finding.
5. Work with RAA's and Link Maker to improve performance information and adoption practice in England and prepare the range of reports required by RAA's and other key stakeholders.

6. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

General Responsibilities

Chair, lead and manage meetings, including working groups, as required.

Manage change through analysing current practice, with a view to providing recommendations for best practice change in family finding.

Develop solutions to issues and problems to ensure effective delivery of the services.

Lead and develop guidance regarding family finding with others across England.

Manage competing priorities, ensuring consistency of approach, with a key focus on delivery and quality.

Advise RAA leaders and others as required on matters of policy and strategy in relation to national family finding

Engage RAA leaders, managers and RAA staff in change and improvement across the country.

Supervision and appraisal of staff in line with associated policies and procedures as required

Use financial systems and procedures as required

Involve children, young people, adoptive parents and partner agencies in change and improvement

Prepare reports, presentations and documents and deliver these in ways that meet the needs of different audiences and agencies in accordance with the requirements of GDPR

Developing improved model processes and best/next practice

Build and maintain effective relationships with National RAA Leaders, Regional Adoption Agency staff at all levels, external agencies and organisations, and other key stakeholders.

Ensure that all business systems and processes developed maximise the use of people, assets, technology and business information, so that maximum efficiency gains are achieved.

Flexible and adaptable to change to assist other services as required commensurate to grade

Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

Qualifications Qualified Social Worker with Registration with Social Work England upon commencement of the post and maintain registration with evidence of ongoing professional development and with extensive knowledge of maintaining relationships and connections after adoption.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to work autonomously, prioritise workload and meet deadlines

Able to demonstrate leadership qualities including the ability to model a reflective practice approach which facilitates a culture of evidence-based practice.

Administrative and organisational competence, including excellent IT skills

Able to manage a small team and take responsibility for the effective operation of a service

Able to provide advice and consultation to practitioners and agencies about policy, practice, and particular case issues

Highly developed skills in networking across agencies.

Excellent communication skills, both written and verbal

Able to produce a range of written reports relating to the performance and delivery of the service

Able to produce information and training materials for practitioners and other stakeholders

Excellent interpersonal skills

Able to analyse complex situations and make considered decisions.

Able to contribute to the development of childcare policy and practice at local and national level and maintain confidentiality

Able to work on own initiative and make effective decisions and judgements commensurate with the role.

Able to promote and manage change

Knowledge Required

Demonstrate an understanding of the placement needs of children within public care

In depth knowledge of adoption policy and practice in England

In depth knowledge of Regional Adoption Agency and local authority systems and the legislative requirements of planning for children

Understanding of the relevant legislation and the legal issues relating to childcare practice and permanence knowledge of current data protection policies and the handling of information

Familiarity with key research in relation to childcare and fostering, adoption and kinship care

Commitment to and understanding of equal opportunities

Experience Required

Of using and developing websites and social media for promotional or recruitment purposes

In leading and supervising teams and projects

In depth experience of family placement work and the care of looked after children

Of the placement of children in new permanent families

Experience and understanding of quality assurance systems and the provision of performance reports for a range of stakeholders

Of using own initiative and making swift decisions and judgements.

Of supervising or managing teams of staff.

Substantial experience of taking forward change or improving practice

In depth experience of managing competing priorities

Substantial experience of communicating key issues effectively and appropriately to a high standard, verbally and in writing to a variety of audiences, including senior managers.

Of analysing and presenting current practice and make recommendations to improve efficiency.

Of leading and managing change projects that improve service quality and support a culture that drives up standards and performance.

Behavioural & other Characteristics required

Capacity to work flexibly according to demands on the organisation and role

Willing to travel, which will involve some unsocial hours and occasional overnight stays away from home

Able to work as part of a small team in a flexible and collaborative way to achieve agreed outcomes

Committed to continuous improvement.

Able to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

In management of family placement or other childcare services

Of providing staff supervision

In the recruitment, training and support of prospective adopters

Of involvement in strategic /policy development

Of participation in national strategic groups

In designing and delivering training to multi-agency groups

Of organising public events

Of managing budgets and financial monitoring

Knowledge Required

N/A

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name

Designation

Date

Confirmation of Job Evaluation Undertaken

JE Ref