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Job Specification

Independent Panel Chair

JOB TITLE:	Independent Chair of Adoption Tees Valley Panel
GRADE:	Not applicable- see below for details of fee payable.
TENURE:	Initially for 3 years with a 6 month probationary period. Renewable if appropriate for a further 3 years.
CAR USER STATUS:	Casual user
LOCATION:	The post holder will be expected to serve at Adoption Tees Valley approved premises.

Responsible for: Discharging the duties of the Independent Chair of Adoption Tees Valley's Panel.

Job Purpose: To chair Adoption Tees Valley's Panel; to ensure that the panel makes professionally sound and procedurally correct recommendations concerning children and carers and to participate in the development and review of the Panel's practice.

Main Duties and Responsibilities

- (1) To act as a panel member and to chair meetings of Adoption Tees Valley's Panel which meets weekly throughout the year.
- (2) To read all panel papers carefully and critically prior to the panel meeting.
- (3) To satisfy the requirements of Adoption Tees Valley's Membership Agreement for Panel which is attached as Appendix 1.
- (4) To take part in interviewing prospective panel members and in making recommendations to Adoption Tees Valley about suitability of any particular candidate.
- (5) To work jointly with Adoption Tees Valley's Panel Adviser to develop performance objectives for panel members and to carry out performance reviews of panel members.
- (6) To work jointly with Adoption Tees Valley's Panel Adviser to resolve situations in which panel members are not meeting the requirements of the Membership Agreement.
- (7) To ensure that the panel operates reasonably and appropriately within relevant law, regulation and guidance.
- (8) To facilitate the involvement of panel members, social workers, applicants, children and young people (where applicable) in panel meetings.
- (9) To ensure that the panel addresses all relevant procedural and practice issues in relation to the main categories of item which are considered by the panel.
- (10) To facilitate the panel in its role of monitoring of work presented to the panel.
- (11) To bring to the attention of the management of Adoption Tees Valley any significant practice and procedural issues which arise in individual cases and in general.
- (12) To keep up to date with current practice issues in adoption and fostering and seek to promote best practice within the Panel and the service.

- (13) To assist the Panel Adviser to identify training needs within the Panel and the service and attend Panel training days.

Skills and Experience

- (1) A sound understanding of the adoption process (E)
- (2) The authority and competence to chair a panel (E)
- (3) The ability to analyse and explain complex information (E)
- (4) The ability to identify key issues, problems and resolutions (E)
- (5) Excellent interpersonal, oral and written communication skills (E)
- (6) Experience at a senior level in Children's Services management, including management of adoption practice (D)

(E) essential (D) desirable

Remuneration

- (1) The Chair will be paid a fee rate as agreed in job recruitment process. This fee is to include all preparatory and consequential work undertaken as set out in this job specification. A separate fee will be paid in respect of each Adoption Tees Valley Panel training day attended.

General/ Miscellaneous

- (1) The above duties and responsibilities cannot totally encompass or define all of the tasks which may be required. The outline duties may therefore vary from time to time without materially changing either the character or level of responsibility of the role.
- (2) The Chair of Panel may not be an employee of Adoption Tees Valley, and must be independent.
- (3) Candidates will be expected to demonstrate an understanding of and commitment to safeguarding and promoting the welfare of children throughout their lives. This will be measured by:
 - Enhanced DBS check
 - Examination of employment history including any gaps/ repeated changes of employment.
 - References including last employer
 - Face to face interview
 - Verification of personal details and qualifications claimed
 - Adherence to the Professional Standards For Social Workers as laid down by Social Work England regarding the standards of professional conduct of practice.

All candidates for Social Work qualified posts must be registered with Social Work England

- (4) Adoption Tees Valley Panel is committed to continuous organisational and professional development. The successful candidate will be required to participate fully in all initiatives which facilitate continuous improvement in both service quality and personal development and performance.
- (5) All panel members are expected to demonstrate a commitment to the principles of equal rights.