

PERSON SPECIFICATION

Job Title - Agency Decision Maker

The Person Specification is a picture of the personal attributes needed by an individual in order to fulfil the requirements of the post.

Requirements	Essential	Desirable	Evidenced by:
Qualifications, SWE Registration & DBS	Professional qualification in social work.	Management qualification Currently registered with Social work England	Certificates Confirmation of registration (Social Work England)
Career Experience	Three years post qualification experience. Childcare / Fostering management. Experience in both the voluntary and statutory sectors.	 Experience of both the voluntary and statutory sector	Application form Interview References
Knowledge and Understanding	Sound knowledge of child and adolescent development and understanding of family dynamics Knowledge of fostering and childcare legislation. To have an understanding of the Agency responsibilities with regard to the recruitment, assessment and continued approval of Foster Parents.		Application form Interview Skill test References

	Understanding of the role of Fostering Panel and how it operates. Understanding the role of ADM and the decision options open to them – and grounds for those decisions. Understanding of the needs of cared for children Understanding of the process of managing foster carer allegations and standards of care concerns	To have an understanding of the IRM process and qualifying determinations.	
Skills / Abilities	To be able to read and interpret Form F's and panel minutes. To be able to question and challenge agency staff, as appropriate, regarding an assessment and/or reviews of foster parents. To be able to make decisions based on information, sound reasoning and judgement. Use of IT. To work in non-discriminatory ways ensuring the agency policies conform to the principles of equal opportunities. To communicate verbally and in writing with both professionals and fosterers alike – being able to offer clear explanations for decisions. Ability to work to a tight time scale		Application form References Ability to respond to interview questions Confidence within the interview setting Time keeping and preparatory work for the interview.
Values	Accepting of the Values and Ethos of the Agency. Works within professional boundaries as outlined by Social Work England Committed to anti-oppressive and anti-discriminatory practice.		Interview SWE registration No disciplinary issues noted on application form.

Personal Competencies	Resourceful and resilient Adaptable and welcoming of change Ability to use own initiative Ability to seek advice appropriately. Ability to work steadily and increase pace as necessary Excellent interpersonal skills and be a supportive colleague. Able to deliver information in a small or large group setting	Evidence of high productivity and innovative, high quality work.	Interview References Application form Evidence of high productivity and innovative, high quality work.
Other Relevant Factors	A willingness to work in accordance with the values and ethos of the charity. A commitment to the promotion of equal opportunities and anti-discriminatory practise Reliable, thoughtful, enthusiastic, good team player and good interpersonal skills Ability to use initiative. Good organisational skills. Commitment to fulfilling CDP requirements for SW England Car driver with a valid licence with an ability to drive within the requirements of the job Occasional travel throughout the UK Willingness and ability to work some unsocial hours, including occasional overnight stays.		Driving licence Insurance certificate Evidence of flexibility during interview or within the application form.