

Job Description

Job Title	Head of the Merseyside Regional Adoption Agency
Directorate	Children and Young People Services
Service Area	Children's Social Care
Grade	12
Competency Level	3
Salary	£68,419 - £75,869
Job Type	Agile
Location	As and when required across all the geographical areas including Liverpool, Wirral, Knowsley, and Sefton. Will have a main office base in the region but will be able to work from any location across the areas
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

Strategic development and continuous improvement of a Regional Adoption Agency and operational management of services that are both delivered and commissioned by the Merseyside Regional Adoption Agency.

Directly Responsible For:

Team Managers

Directly Responsible To:

Head of Service – Knowsley Local Authority

Main Areas of Responsibility:

- Ensure that each of the local authorities fulfil its statutory, regulatory and national minimum standards required through the Regional Adoption Agency
- Ensure the continuing and cost-effective development of services, ensuring that provision is efficient and effective and in accordance with the Regional Adoption Agency vision, values and strategy
- Effectively line-manage the performance of the management team within the Regional Adoption Agency
- Deliver a balanced budget and identify additional funding which will enhance the performance of the Regional Adoption Agency
- To have an excellent understanding of the wider permanence agenda which by partnership working and early identification and planning for children will lead to improved outcomes for children and families across the region

Working relationships

- Senior Officers within the local authorities participating within the Regional Adoption Agency
- Partners of the Regional Adoption Agency including senior officers within the Voluntary Adoption Agencies
- Senior Managers within other key statutory agencies, such as the Department

for Education, Ofsted, CAFCASS & FCJU Other Local Authorities

- Service Users, children and their families
- Elected Members, including the Lead Members for Children's Services

Key tasks and accountabilities

The key tasks and accountabilities of the post are to:

- To lead the development the Regional Adoption Agency across Merseyside
- Contribute to the development and delivery of a wider strategic permanence service for Fostering, Special Guardianship Orders, and lead on the delivery of Adoption across the Merseyside area footprint
- Produce and deliver an annual financial and business plan, as well as Annual Reports on the performance of the service as a whole
- Work closely with the Strategic Board to agree priorities for service delivery, development and change
- Provide a clear sense of purpose and direction within the service and lead the achievement of the strategic and service objectives
- Provide expert advice and guidance to the Strategic Board on all matters relating to the development, implementation, and continual review of the service
- Work closely with the Strategic Leaders of the four LA areas to ensure service is sustainable and continually improving

Service Quality

- Ensure that activities are carried out to agreed quality service standards and result in improved outcomes for children, young people and parents/carers
- Ensure and promote service user involvement within the design, delivery and review of the service
- Develop and implement joint protocols which will assure service quality and investigate complaints and disciplinary matters in accordance with procedural guidance

Performance

- Set and measure ambitious targets that reflect the services vision and values to develop “outstanding” provision, including service objectives that improve organisational effectiveness and service delivery
- Ensure that there is robust quality assurance, that regular and sufficient audits are undertaken and that performance targets are tracked, and steps taken to ensure that these are achieved
- Ensure risk is appropriately managed according to the appetite of the strategic partners
- Ensure that the service is in a state of readiness for external scrutiny from related bodies, including Ofsted
- Ensure that the performance of staff is annually appraised, and that support is provided through regular managerial supervision

Resource Management

- Lead on and coordinate proactive and innovative service development and to ensure services are maintained at critical levels
- Ensure the dissemination, understanding and implementation of changes from relevant legislative changes, government guidance, research reports and other publications
- Ensure that appropriate health and safety policy and procedures are adhered to
- Manage the recruitment and selection process for all members of staff within the areas of responsibility
- Ensure staff are organised, trained, informed, managed, and motivated to deliver a high-quality service
- Be responsible for budget setting, monitoring expenditure and delivering a balanced budget, including identifying income streams and external funding which would enhance the work of the Regional Adoption Agency
- Lead on commissioning activity associated with the service design and

delivery of the service

- Work closely with other regional colleagues to ensure sufficiency & sustainability of the service – identify opportunities for collaborative working across the larger region and with VAA partners

Communication

- Provide high level advice and leadership when required to the Strategic Board on any issue, operational or strategic, associated with permanence options for children and the promotion of their wellbeing which might give rise to media attention and / or external scrutiny
- Work within the political environment of the service and provide reports as and when required by the Strategic Board, politicians, senior officers and the leaders of the four participating local authorities and voluntary adoption agencies
- Advise and work with the members of the Strategic Board to which they are accountable to including formal committees and with informal briefings and individual constituency enquiries
- Keep the workforce fully informed on matters relating to the development and implementation of the service to achieve a culture of clarity of purpose and high performance
- Engage, participate, and lead sector led improvement at regional level and attend relevant regional forums to facilitate and enhance service development

Culture

- Work in partnership with key agencies involved in the service, ensuring that there is effective communication and an integrated approach to service delivery
- Ensure that diversity is valued and managed within the service and that all policies relating to equality of opportunity in the recruitment, selection, supervision and management of staff and service delivery are observed
- Be flexible to undertake work outside of normal working hours and at

weekends, bank, or public holidays to deal with emergencies as they arise

- Promote and model a positive and inclusive managerial style which reflects an open, transparent, and learning culture and ensuring staff are supported and deliver positive outcomes for children, young people, adopters, foster carers and birth parents
- Ensure that the child's, adopters, and birth parents voice/views are sought and heard in all service delivery and service development activities

General

- Undertake such additional duties as are reasonably commensurate with the level of this post
- To always maintain confidentiality of information in accordance with the procedures of the Freedom of Information Act and Data Protection Act

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Director for Children's Social Care (Liverpool City Council) will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.
- Oversee and deliver the strategy as set by the Strategic Board of the Regional Adoption Agency.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

There are not likely to be physical demands relating to this role.

The post holder is likely to be required to travel locally, regionally and at times nationally.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level – **Level 3**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree level qualification Social Work – or comparable alternative (DipSW, CQSW) (A,I)
- Social Work Qualification and current registration with Social Work England (A)
- Substantial knowledge and experience relevant to the requirements of the post (A)
- Evidence of continuous Professional / managerial development (A)

Desirable

- Management qualification at NVQ Level 5 or equivalent level of experience

Experience

Essential

- Extensive experience of providing effective and visible leadership to multi-disciplinary teams of professional staff across a diverse and expansive area (A,I)
- Proven track record of leading effective service development and delivery in relevant area of work (A,I)

- Evidence of successfully leading and supporting a performance management culture and service delivery improvements (A,I)
- Extensive experience of developing effective and meaningful service/business plans and achieving clear quality standards, targets and outcomes (A,I)
- Evidence of effectively managing, developing and implementing innovative service redesign and performance improvements (A,I)
- Demonstrable experience of key decision making in Children's Services and delivery of professional advice based on principles of best practice (A,I)

Desirable

- Evidence of substantial and effective project management skills with ability to lead and deliver key projects and programmes within agreed timescales
- Experience of maximising income generation opportunities

Skills/Abilities

Essential

- A thorough understanding of the statutory, regulatory, and key operational issues relevant to the post (A,I)
- Very high level of written and oral communication skills and ability to make presentations to a wide range of audiences (A,I)
- Able to work in partnership and develop the trust, respect, and co-operation of a broad spectrum of partners and colleagues (A,I)
- Ability to use very high-level influencing skills and to promote open discussion and negotiate common agreement where there are disparate points of view (A,I)

- Proven ability to lead and motivate others to achieve the Regional Adoption Agency goals (A,I)
- Able to devise systems to implement, monitor, evaluate and improve the activities of Children's Services and specifically the Regional Adoption Agency (A,I)
- Proven ability to develop and manage budgets (A,I)

Desirable

- Knowledge of best practice and developments in specific areas relating to the wider permanence agenda and the functions of the post
- An in depth understanding of the principles of project management and the ability to pragmatically apply them across a range of situations
- A good understanding of the value and use of new technologies in improving services and modernising working processes
- Proven ability to instigate and manage change effectively
- Demonstrate a genuine commitment to the goals and values of Children's Services
- Demonstrate an active commitment to promoting and achieving equality of opportunity for staff and service users
- Ability to successfully market the Regional Adoption Agency and encourage interest and investment
- Proven ability to convert plans into action and deliver objectives and targets within agreed timescales and budgets
- Able to use ICT in accordance with the needs of the role
- Ability to make decisions based on an evaluation of all relevant factors and risks/benefits
- Ability to analyse information, identify implications for Children's Services and implement relevant courses of action

- Knowledge and practical application of safeguarding procedures
- Flexibility to work evenings, weekends & school holidays throughout the year as determined by the service demands

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring (DBS) at the appropriate level