

Job Description

Job Title	Personal Advisor
Directorate	Children and Young People's Services
Service Area	Children's Social Care
Grade	5
Competency Level	1
Salary	£30,060 – £34,314
Job Type	Hybrid
Location	Toxteth Annexe
Disclosure and Barring service (DBS)	Enhanced with Adult and Child Barred List (Adult and Child Workforce)
Job Evaluation Ref No	

Job Purpose

To provide support to young people who have left or are in the process of leaving the care of the local authority.

Directly Responsible For:

Not applicable



Directly Responsible To:

Leaving Care Manager

Main Areas of Responsibility:

- To contribute to the Leaving Care Service in order to best meet the individual and collective needs of young people using the service
- To provide a personal advisor function, in line with the Children Leaving Act and associated regulations and guidance, to young people who qualify for such assistance
- To ensure that all eligible, relevant and formerly relevant children have comprehensive pathway plans, and these are regularly reviewed
- To ensure that care leavers are living in suitable accommodation, are supported into education and employment and are actively encouraged to stay in touch with the service
- To participate in and promote service delivery which is responsive to the needs of the young people
- To provide an efficient and effective, best value service that is consistent with the City Council/Portfolio's policies, procedures, best practise and reflects decisions in childcare and pathway plans
- To work pro-actively with young people to equip them emotionally, socially and with the practical skills required for more independent living
- To maintain effective communication and actively contribute to team case discussions, staff development sessions, childcare reviews and other meetings as required
- To maintain a caring ethos that takes account of young people's race, culture, disability, gender and sexuality
- To be the designated personal advisor for specified young people

- To establish and maintain accurate, up to date records in accordance with City Council/Portfolio policies and procedures
- To administer petty cash as directed by the Team Leader in accordance with City Council standing orders and financial regulations
- To participate in team working arrangements and actively contribute to team development
- To participate in all aspects of performance management, supervision, PRD reviews, training and development and use all relevant learning opportunities to improve skills and knowledge
- To contribute to the implementation of relevant action plans to meet Portfolio/Service targets and deadlines and top line objectives
- To work within the boundaries of confidentiality in accordance with Portfolio procedures
- To promote the best interests and protection of children and young people and recognise their individual rights. To invoke where necessary, the City Councils complaints procedure and Child Protection procedures and to take any other measures to enable the wellbeing of children and young people

Supervision and Management Responsibility:

- Not applicable

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

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:

- This post involves both office and field work. Hence it involves sedentary work and the need to travel to appointments

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 1**.

[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

- NVQ Level 3 caring for children and young people, or an equivalent childcare qualification (A)

Experience

Essential

- Direct experience working with young people in, or leaving, the care system (A/I)
- Substantial experience of working with disadvantaged young people (A/I)

Skills/Abilities

Essential

- Knowledge of current legislation, policy and procedures pertaining to care leavers (A/I)
- Ability to motivate young people to make the most of their potential (I)
- Ability to work in pressured situations and manage time effectively (I)
- Ability to work as part of a team (A/I)
- Ability to listen to and advocate for young people (A/I)

- Excellent communication skills, written and verbal (A/I)
- Ability to adapt within a culture of change (A/I)
- Ability to contribute to continuous service improvement (I)

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 Service (DBS) check at the appropriate level

Desirable

- Computer and keyboard skills
- Availability for possible evening and weekend work
- Full driving Licence/Car user

