

JOB DESCRIPTION

Post Title	Service Manager - Adoption
Service	Doncaster Children's Services
Section	Regional Adoption Agency
Job Number	
Grade	12
Responsible to	Head of Service Regional Adoption Agency
Responsible for	Staff and budgets within the portfolio

Job Purpose:

The role of the Adoption Service Manager is to ensure that high standards in the recruitment, assessment, approval, training and support for adopters are achieved across the Regional Adoption Agency (OneAdoptionSouthYorkshire). In respect of south Yorkshire children who need new permanent families the role of the Service Manager will be to ensure that all children are matched with the right parents with minimum delay.

The Service Manager will also be responsible for oversight and administration of the RAA Adoption Panel and the administration of the Adoption Support Fund.

The Adoption Service Manager will take a lead role in the key functions of the RAA, Recruitment and Assessment of adopters, family-finding for referred children and post adoption support to adoptive families.

The Adoption Service Manager will have a key role in the strategic development of the Regional Adoption Service to meet the identified needs of South Yorkshire children.

As a member of the RAA Senior Leadership Team, the post holder is required to work in a flexible way, providing support across the Regional Adoption Agency as requested.

Duties and responsibilities

1. To line manage at least one of the RAA operational teams.
2. To be the identified RAA lead on key areas of RAA development such as Post Adoption Support, Early Permanence or Adoption Support Fund.
3. To ensure that professional guidance and support on adoption issues is provided for other professional staff across South Yorkshire including those from partner agencies.
4. To promote partnership working with other agencies involved in services to adopted children and their families across South Yorkshire.
5. To ensure that Adoption and Adoption Support legislation underpins and informs practice across the RAA.
6. To support the Head of Service in developing and implementing the RAA's priorities and statutory functions relating to the portfolio of services to the highest standards.
7. To deputise for the Head of Service as required.

8. To support the Head of Service and where necessary lead on and advise Elected Members and Designated Officers around Corporate Parenting responsibilities in relation to Adoption.
9. To assist the Head of Service in producing reports reflecting and directing the RAA's development and where required produce reports on specific areas of responsibility.
10. To recruit, deploy, manage and supervise a range of staff to ensure the efficient and effective operation of adoption services across the RAA operating robust safe selection and recruitment procedures and induction programmes
11. To be responsible for relevant disciplinary matters and consult with local Trade Union representatives as necessary
12. To support the RAA culture to achieve a service focus which is child centred and quality and outcome focused.
13. To ensure that children and young people are effectively safeguarded and advocate for the interests and wellbeing of children and young people at all times.
14. To oversee, direct and develop the practice of adoption social work in South Yorkshire, including but not exclusively through supervision of Team Managers.
15. To undertake and direct quality assurance activity as necessary within and outside of the service in order to evaluate practice, address and impact on issues of quality and collate thematic analysis in relation to issues arising. At all times, to consider and respond to issues around quality of social work practice with a focus on achieving and sustaining good quality practice in the service.
16. To ensure effective financial management of delegated budgets in line with financial regulations and budget monitoring systems.
17. To contribute to the active involvement of children and young people and families in service planning and design across the RAA.
18. To ensure that all statutory functions in relation to the adoption service are delivered.
19. To promote and sustain a positive, enabling culture that motivates staff and rewards good performance.
20. To manage and oversee the Team Manager function in their area of the service ensuring that:-
 - a. Staff within the service receive timely and high quality supervision which includes their professional development
 - b. Managers oversee the delivery of social work services and perform a quality assurance and audit function
 - c. Managers set and maintain high standards for social work practice
21. Ensure the implementation of relevant policies on sickness absence, grievance and disciplinary matters.
22. Ensure visitors and staff operate safely within the workplace in accordance with statutory health and safety requirements.

23. Ensure that there are up to date service plans and business continuity plans for all aspects of the service they are responsible for.
24. To contribute to the corporate delivery of the RAA's vision, core values and goals, providing a clear sense of direction and purpose.
25. Through personal example, commitment and clear action, to value and celebrate the diversity of the community across South Yorkshire ensuring equality of access and treatment in employment and service delivery.

Standard statements:

As appropriate to the post holder's duties, they must be carried out in compliance with the following:-

- Employee Code of Conduct
- Equal Opportunities Policy and Strategies
- Information Security Policies
- Financial Regulations and Standing Orders
- Health and Safety and Work Act (1974) (and subsequent Health and Safety Legislation)

These duties and responsibilities should be regarded as neither exclusive nor exhaustive, as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

PERSON SPECIFICATION

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education, Qualifications and Vocational Training	<ul style="list-style-type: none"> • Education to Degree level or equivalent. • Diploma in Social Work or equivalent professional social work qualification. • Social Work England Registration. 	Management Qualification.	At Interview
Relevant Experience	<ul style="list-style-type: none"> • Management experience within local authority Children’s Services teams including managing teams responsible for adoption services. • Experience of managing and monitoring performance improvement. • Experience of working with professionals of other agencies to improve and develop services to children in of adoption. • Experience of service planning linked to performance indicators and improving outcomes for children and young people. • Evidence of success in promoting and implementing equal opportunity policies and practices in respect of employment and service delivery. • Experience of managing budgets and recruiting staff 	Experience of working as a Service Manager (or equivalent) in a local authority social care setting.	At interview
Knowledge And Skills	<ul style="list-style-type: none"> • Thorough and up to date understanding of the legislative and procedural framework surrounding adoption services. Skilled in the practical 		At interview

	<p>application of the law and procedure, provision of advice and direction to staff.</p> <ul style="list-style-type: none">• Knowledge and skill in relation to the effective management of others combined with the proven ability to motivate, challenge and lead in the context of children’s social care.• Skilled in the developing and implementing of systems effective in ensuring management oversight and quality assurance.• Excellent communication skills both verbal and written.• Ability to review, develop and improve business processes and systems to achieve a good standard of service delivery.• Knowledge of best practice standards in adoption with an ability to communicate clear expectations in relation to those standards to staff and colleagues.• A clear understanding of the Government’s change agenda as this applies to Adoption Services.• A track record of child centred practice which includes a strong emphasis on engagement with children, young people and their families.• A clear understanding of the needs of children at risk of social exclusion, in need, in need of protection, those who are looked after or are otherwise living		
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	<p>away from home and those who have disabilities.</p> <ul style="list-style-type: none"> • Driving Licence. 		
Leadership Dimensions	<p>Inspiring shared purpose – valuing a customer service ethos, curious about improvement</p> <p>Leading with care – having the essential personal qualities for leaders in social care; understanding the unique qualities and needs of a team; providing a caring, safe environment to enable everyone to do their jobs effectively.</p> <p>Evaluating information – Seeking out varied information, using information to generate new ideas and make effective plans for improvement or change; making evidence based decisions that respect different perspectives and meet the needs of all users of the service.</p> <p>Connecting our service – Understanding how social and health care services fit together and how different people, teams or organisations interconnect and interact</p> <p>Sharing the vision – Communicating a compelling vision and credible vision of the future in a way that makes it feel achievable and exciting and compelling to be part of.</p> <p>Engaging the team – Involving individuals and demonstrating that their contributions and ideas are valued and important for delivering</p>		At Interview

	<p>outcomes and continuous improvements to the service</p> <p>Holding to account – Agreeing clear performance goals and quality indicators; supporting individuals and teams to take responsibility for results; providing balanced feedback.</p> <p>Developing capability – Building capability to enable people to meet future challenges; using a range of experiences as a vehicle for individual and organisational learning</p> <p>Influencing for results – Deciding how to have a positive impact on other people; building relationships to recognise other people’s passions and concerns; using interpersonal and organisational understanding to persuade and build collaboration</p>		
<p>Additional Factors The role requires an advanced Disclosure and Barring check</p>			