**Job Title:**  **Panel Advisor**

**Location:**  **Home based**

**Reports to:**  **Panel Team Manager**

**Accountable to** **Director of Panel and Assessment**

**Job Purpose:** To act as an Advisor to the Fostering Panels, through the provision of advice to the Chair, Panel members, agency decision makers, assessing social workers and other stakeholders in line with the Agency’s policies, procedures and practices, relevant legislation, fostering regulations, standards and guidance.

**Key Stakeholders:**

**Internal**

Head Office Team including Placements, Quality Assurance, Finance, Human Resources, Carer Recruitment, Training and Senior Management.  NFG Head Office and Regional Teams.

**External**

Panel Members, Local Authorities, Foster Carers, Service contract providers,

**Key Responsibilities:**

* To attend and offer professional social work advice to the fostering panel and advise and support the chairs in their role
* To ensure that panel procedures meet the legislative and national minimum standards requirement in line with Fostering Regulations, Standards and Guidance and are updated as required.
* To recruit and induct new members to the panel central list and ensure the panel membership list is correctly constituted, and reflects a diverse membership in relation to gender, sexuality, race, disability and experience where possible.
* To arrange and participate in panel member annual appraisals alongside the panel chair
* To monitor and review panel member individual files in partnership with the panel administrators.
* To facilitate the Chairs’ annual appraisal.
* To organise Panel Training Days in conjunction with the Panel Team Manager.
* To advise and keep Panels up to date on relevant legislative, practice and policy changes, research, and organisational changes. To ensure new legislation, practice and policies, which impact on panel work are implemented.
* To liaise where appropriate with legal and medical advisors on individual case issues.
* To provide a written quarterly report for the agency decision maker and the operational lead for fostering in relation to the practice, policy and organisational issues raised by Panel and from Panel Advisors own observations.
* Contribute to any reports required under the Fostering Standards and Regulations and in preparing for relevant inspections.
* To ensure that the panel recordings and minutes are accurate and of sufficient quality.
* To work closely with Panel Administrators provide an effective service.
* To work with the agency decision makers to ensure that representations to the Agency or to the Independent Review Mechanism are dealt with appropriately.
* To ensure that assessing social workers are provided with feedback on quality of reports and on individual cases (prior to cases being presented to the panel) identify any key issues that may require clarification or consideration by the Panel Chairs.
* To advise on the need to withdraw or defer cases in discussion with the Panel Chair and relevant Assessment Manager.
* To provide case updates to the agency decision maker in cases in which there is a qualifying determination and respond to agency decision maker queries about the panel recommendations.
* To raise issues of disagreement about foster carer terms of approval with fostering team managers in order to support process of qualifying determination.
* To record outcomes of foster carer annual review meetings in accordance with agency recording policy.
* To build effective relationships with multiple agencies within the group and be familiar with each agency’s carer recruitment plans, requirements and any idiosyncratic characteristics in terms of operations and delivery.
* Support and cover other Panel Advisors with the Panel Team.
* To operate at all times within the professional ethics and discipline of social work as described in the HCPC codes of practice.

**Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within NFG are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works at all times, in accordance with the policies and procedures of the NFG and statutory regulations applicable to the Group.
* NFG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

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| **Job Holder** |  |  |
| Name: | Signed: | Date: |
| **Signed on behalf of the NFG** |  |  |
| Name: | Signed: | Date: |