**Job Title:** Agency Decision Maker

**Location:**  Nationally Based

**Reports to:** Senior ADM

**Accountable to:** Director of Quality and Safeguarding

**Job Purpose:**

To assist the Head of Impact to ensure a safe and effective operation within the framework defined by statute and national guidelines, providing a quality service for client’s carers and children and young people and securing the safety and well being of all stakeholders.

**Key Stakeholders:**

NFG Quality Team, Head of Impact, Exec Director of Quality and Safeguarding, Regional Directors, Registered Managers, Supervising Social Workers

**Key Responsibilities:**

To assist and support in the following areas:-

* Agency Decision Maker: The ADM makes timely, quality and appropriate decisions in line with the overriding objective to promote the welfare of children in foster care. Apply the principles of Quality Assurance to the process of panel and the decision making process. Ensure decisions are communicated effectively.
* Panel: As part of the ADM role undertake Panel Chair appraisals
* As part of the QA team undertake Panel reviews
* Panel: Undertake Panel reviews annually or in line with requirement to ensure the compliance and effective running of panel
* As appropriate and when required assist with the management of panel agendas.
* Monitor and collate Schedule 7 notifications or equivalent providing a weekly report for the QA Compliance Team. Advise and Support RM’s in relation to specific information contained within the notifications as and when appropriate.
* Support the Head of Impact and Senior ADMs in the preparation of paperwork for presentation at the Safeguarding Committee and Co-ordination of DBS application to the Barring Service.
* Complaints: Manage stage three complaints through a complaints panel. Where appropriate and in discussion undertake stage 2 complaints
* Works with the Quality team to Interpret and advise staff on statute, policy, and regulation, monitoring to ensure a consistent implementation and compliance with established policy and procedure nationally throughout the group.
* Carry out identified work within specific Quality Assurance projects
* Assist with the Co-Ordination of paperwork to be presented to the IRM.
* Where and when appropriate and in consultation with senior managers represent the Group at national forums

1. **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: |