

Job Description

Job Title: Head of the Cambridgeshire and Peterborough Regional Adoption Agency

POSCODE: CCC2329

Grade: P5

Overall purpose of the job

- To lead the ongoing development and delivery of an integrated Regional Adoption Agency (RAA) providing high quality Adoption services and improving performance and outcomes across the RAA footprint.
- To collaborate with the other RAAs to champion Adoption and contribute to the strategic planning and delivery at both a local and national level.
- To provide inspirational leadership promoting the value of permanence and the benefits of adopting through the Cambridgeshire and Peterborough RAA.
- To develop the service to meet the needs of children with a plan for adoption and those who have been adopted, birth parents and adult adoptees by ensuring that practice is informed by the best evidence base.
- To fulfil the statutory responsibilities around adoption for the councils Cambridgeshire and Peterborough.
- To develop and lead the management team, providing strategic direction for high performing and motivated staff teams.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities

1. To lead strategic development and service delivery within the Regional Adoption Agency and to work closely with the RAA board to agree priorities for strategic development, service objectives, service delivery and policy and process changes.
2. Facilitate links and co-operation with agencies to deliver co-ordinated and effective services as part of a multi-agency approach
3. To take lead responsibility for promoting and safeguarding the welfare of children and young persons / vulnerable adults and those who you come into contact with.
4. Monitor the safeguarding responsibilities, performance and training of the team members whom they manage.
5. To provide a clear sense of purpose and direction within the RAA and to lead the achievement of strategic and service objectives.
6. To provide expert advice and guidance to the RAA Board on the development, implementation and ongoing review of the Regional Adoption Agency.
7. To work closely with the RAA Board to ensure the RAA is sustainable and business resilient.
8. To provide clear and visible leadership to the RAA and to ensure delivery of high quality Adoption services.
9. To ensure the RAA delivers improved services, including recruitment of Adopters,

placement and matching activity, support for children, Adopters and birth families support and integration with care planning services across the partner agencies in order to drive improved outcomes.

10. To be the principal advisor to the RAA Board on issues relating to the RAA's services and to ensure that the service is flexible and responsive to local, regional and national trends and to changes in priorities and to ensure RAA services meet the requirements of the legislation, regulation and guidance frameworks.
11. To take the lead role in the development of innovative approaches to the delivery of RAA services, including ensuring effective collaboration with the RAA's Voluntary Sector partners and the wider voluntary sector.
12. To be accountable for a large and complex budget and to be responsible for effective deployment of resources to meet statutory and regulatory requirements, best practice standards and innovation.
13. To ensure effective communication and liaison with key individuals in Local Authority Partners including Elected Members and Directors.
14. To ensure effective communication, liaison and collaboration with other RAA's, in particular those across the eastern region, Joint Commissioning Boards, Health Providers, independent and voluntary sector providers in order to maximise opportunities for the RAA.
15. To develop and model cultural change and promote communication that is clear, effective and transparent at all levels across RAA services.
16. To embed a strong leadership culture focusing on high quality performance, driving continuous improvement and playing a key role in enabling and encouraging creative and productive networks to form.
17. To contribute to the design for commissioning and procurement of high quality and cost effective services, in conjunction with specialist commissioning and contracting staff, to ensure an appropriate range of high quality and effective services are available, as determined by needs analysis, in a manner which maximises opportunities, ensures operational delivery is in line with commissioning intentions and evidences value for money.
18. To be responsible for the co-ordination and production of timely and accurate data reports, providing analysis of the performance of the RAA as a whole and of that of each constituent partner.
19. To be responsible for ensuring that children, young people, Adoptive families and birth parents are enabled to fully participate in the planning and evaluation of services provided by the RAA.
20. To be accountable for the allocated budget of the RAA and to negotiate across financial systems in each partner agency, ensuring compliance with Financial Regulations and to work closely with the RAA Board to deliver efficiencies as required.
21. To be accountable for compliance with DFE expectations in terms of funding and reporting and to produce an annual business plan and a Regional Adoption Agency Annual Report.
22. To be responsible for, in partnership with each constituent partner, the effective recruitment and retention of staff in the RAA and to utilise the annual appraisal process, so that individual and service objectives are achieved.

23. To undertake other duties commensurate to the grade of the post.

To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/Desirable
Degree	Social Work	E
Post graduate	Management health and social care	D

This post requires registration with Health Care Professional Council (HCPC)

This post is designated politically restricted

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/Desirable
Knowledge		
1. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people and vulnerable adults		E
2. Comprehensive knowledge of adoption/ permanency and other aspects of Children's Social Care. This must include legislation and practice, with the proven ability to successfully implement this in the workplace at a strategic and operational level.		E
3. Ability to lead by example, inspiring confidence and trust, tackling performance issues if they arise and creating a 'can do' culture.		E
4. Ability to create strong networks and a culture which ensures systems and procedures are in place to promote stakeholder involvement and continuous improvement in the delivery and evaluation of services.		E
5. Ability to analyse performance data and work with public agencies to identify themes and gaps in service provision to inform service planning.		E
6. Ability to use a range of management tools and		E

<p>techniques to analyse and address problems and an ability to embed evidence based best practice in services</p> <p>7. Ability to lead a range of different teams, including multi-agency teams and deliver needs led services and positive outcomes.</p> <p>8. Excellent planning, research, organisational and decision-making skills. Ability to analyse and interpret information and data and to present to a wider audience.</p> <p>9. To be responsible for managing an allocated budget, reviewing the generation and allocation of financial resources, and evaluating proposals for expenditure</p>		<p>E</p> <p>E</p> <p>E</p>
Skills		
<p>1. Ability to inspire staff and delivery partners to engage fully with vision and purpose of children's services, supporting them to work collaboratively.</p> <p>2. Ability to create and encourage a culture of innovation, flexibility and responsiveness to respond to swiftly changing priorities.</p> <p>3. Ability to maintain a diverse and collaborative working culture which encourages openness, approachability, is supportive of change and challenge and seeks and evaluates others views and opinions.</p> <p>4. Ability to, maintain effective performance, encourage other to do the same and challenge appropriately when this is not the case</p> <p>5. Ability to confront issues and challenge assumptions at all levels, with delivery partners, service users and other RAA staff/members in an appropriately assertive and constructive way.</p>		<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Experience		
<p>1. Recognised social work qualification and registered with HCPC</p> <p>2. Evidence of continued professional development which has been transferred into the workplace.</p> <p>3. Experience of operating at a senior level with leadership and management responsibilities for a range of operational teams and associated budgets</p> <p>4. Significant experience, knowledge and expertise in change management and service redesign particularly in Children's' services (adoption and permanency).</p>		<p>E</p> <p>E</p> <p>E</p> <p>E</p>

5. Evidence of successful working across organisational boundaries and in partnership/collaboration at a local, sub regional and regional level. Ability to represent the Council externally, both professionally and in a leadership role.		
Equal opportunities		
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs		E
Safeguarding (include for roles working with children/vulnerable adults)		
Demonstrate an understanding of the safe working practices that apply to this role.		E
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.		E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced Yes	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
	Yes			