



**Cumberland
Council**

Post Specification

Date	January 2023
PG Number	6777
Post Title	Business Support to Panels – Fostering and Adoption
Job Family	Business Support
Job Family Role Profile	BS8
Final Grade	Grade 8

To be read in conjunction with the job family role profile

Service Area description

Business Support to the Fostering, Adoption and Permanence Panels; supporting the Panel Advisor, Panel Chair and Panel Members.

Purpose of this post

To provide efficient, effective and confidential administration support to the Fostering, Adoption and Performance and Review Panels, and to provide support to the Fostering and Adoption Panel Advisor and Panel Chair to ensure they are assisted in meeting the requirements of their post effectively and to ensure that they are able to release and deploy time.

To support the Should be placed decisions and provide effective administration to support the Adoption panels to make a considered recommendation on whether the child should be placed for adoption within six weeks of the statutory review where adoption was identified as the permanence plan.

To be part of the wider Business Support Team to provide cover for leave and sickness and to ensure that all systems and processes are maintained and developed to meet the performance needs of the service; to provide a fully responsive and flexible business support service within the department

Key job specific accountabilities

1. To provide administrative support to the Fostering and Adoption and Performance and Review Panels. Collation of paperwork organisation of Panels, Minute taking and recording of information at Panel. Coordinate meetings and books venues where appropriate. Attend and minute meetings, prepare papers as required and/or gather information to ensure the Panel Advisor and Panel Chair are fully briefed and to act with delegated responsibility, for Panel Advisor in their absence, advising, supporting and assisting colleagues at all levels, Members of Panel, Elected Members, partner agencies, and the general public
2. Develop and maintain databases in order to provide high quality statistical and financial information. Develop efficient and effective systems and procedures to meet service requirements and to enable the quick retrieval of relevant and accurate information including computerised client databases and manual records to provide precise care management records.
3. Produce detailed minutes of meetings ensuring these reflect an accurate account of the discussions and decisions made. Follow up an action points to ensure outcomes are recorded and reported accurately, and where appropriate, action relevant administrative processes. Act on own initiative through progress chasing, problem solving and anticipating administrative requirements to facilitate and contribute to a smooth process within Fostering and Adoption.

4. Using agreed Procedures, process all claims, invoices and other requests for payment for Panel Members and maintain the appropriate financial records, ensuring that the Departments financial responsibilities are effectively performed.
5. In addition to his / her accountabilities the post-holder will be expected to contribute more widely to the overall development of the Directorate and its services through training work, special projects and other activities, both to promote the post-holders own development, and so that knowledge and experience in the Directorate are effectively shared to the overall benefit of the Service.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	E5 payments, invoice reconciliation for Panel members payments
Staff Management Responsibilities	None
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ3 or 4 or equivalent, or equivalent experience or knowledge in the relevant work area.
- Experience of administration work in an office including devising, implementing monitoring and maintaining accurate admin system
- Evidence of good verbal and written communication skills involving both Professionals and members of the public
- Knowledge of the procedures within the service area and an understanding of general organisational procedures, regulations and legislation.
- ICT competent with skills relevant to the work area. Working knowledge of Microsoft computer packages (including Access, Excel, Word, Outlook and PowerPoint).
- A knowledge and understanding of dealing appropriately with sensitive information and sensitive clients
- Knowledge of the relevant regulations and report formats
- There is a need to understand the 'how and why' and not just the 'what'
- Understanding of how to effectively investigate records and data to answer queries.
- Interpersonal skills

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Standard Check

Job working circumstances

Emotional Demands	The post has some emotional demands
Physical Demands	
Working Conditions	Office based, some travel around the county required

Other Factors

- Travel Required