**JOB DESCRIPTION**

**Job:** **Panel & Assessment Manager – South and West**

**Office Location: Remote working**

**Reports To: Senior Panel and Assessment Manager/ Group head of Foster Carer Recruitment**

**Hours of Work:** 37.5

**Supervisory Responsibilities:** Yes

**Travel Required:** Some

**MAIN PURPOSE OF ROLE:**

Responsible for assisting the Group Head of Recruitment in leading and developing a high performing panel and assessment service, in the recruitment of foster carers. Working at all times within Government legislation, regulations and Fostering National Minimum standards.

**ESSENTIAL DUTIES:**

* To deliver an efficient, effective and high-quality panel and assessment service to stakeholders and external regulators.
* To support and manage a service which fulfils the Company business objectives and performance targets.
* Provide positive and dynamic leadership and management to the panel and assessment service, creating a well skilled, trained and motivated team of panel members and practicing assessors.
* To drive forward the recruitment of foster carers.

**KEY ACTIVITIES**

1. To oversee and manage the recruitment of prospective Foster Carers to ensure that customer need, and service demand is understood, and there is a robust recruitment pipeline to meet stakeholders needs.
2. Ensure that foster carers are recruited, assessed, and approved within identified timescales.
3. Be responsible for implementing the Compass policies and procedures in respect of the Assessment/Review/Approval of Foster Carers.
4. To be responsible for the supervision and quality of all assessments undertaken ensuring they are delivered within identified timescales.
5. To be responsible for the on-going recruitment, training, and supervision of Assessing Social Workers to meet the growing demands of the service in line with group policy & procedure.
6. Be responsible for working within the sector transfer protocol of carers moving between fostering providers.
7. To provide advice and guidance to all foster carer recruitment team members and Assessing Social Workers in relation to potential applicants and those within the assessment process.
8. Responsible for ensuring that supervision, midways, and regular contact is offered to Assessing Social Workers.
9. Monitor management information systems (Fostertrack) to ensure up to date and accurate information is recorded and available at all times.
10. Be aware of the Foster Carer Recruitment Strategy and relevant KPI’s related to their service and be solution focused as to how they can be achieved.
11. To provide on-going training to ASW/Ind Assessors/Panel Members/Others as required/identified and in line with legislation.
12. Contribute to the on-going development of the Assessment & Panel Service.
13. Sit as Agency Advisor on the Fostering Panel ensuring that the fostering panel functions in a transparent manner with decision making clearly evidenced.
14. Responsible for ensuring that an annual, efficient panel timetable is developed that meets the requirements of the service.
15. To be responsible for the functioning of the Fostering Panel and the recruitment and development of the Panel Members in line with service requirement, group policy & procedure.

**BUSINESS**

1. Work as part of a management team, responsible for achieving regional targets and KPI’s for placement growth, carer retention and carer recruitment.
2. Contribute to relevant meetings as agreed by Group Head of Recruitment and Director of Operations.
3. Coordinate and manage new service developments.
4. Work within agreed budgets to achieve an efficient and effective service.
5. To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation.

**SAFEGUARDING**

1. Monitor all aspects of service delivery to ensure full compliance with safeguarding policies and procedures throughout the service.
2. Demonstrate a sound knowledge of Safeguarding procedures and model these within the agency.
3. Attending safeguarding training as offered by the organization.
4. Ensure compliance with Social Work England to retain job title and registration.
5. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and informing the manager immediately of any child protection matter or serious complaint.

**ORGANISATIONAL**

1. To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
2. To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation.
3. The post holder will be expected to competently use electronic systems effectively.
4. The postholder will be expected to comply with the Equal Opportunities Policy and Procedure in all employment practices and all other policies within the employee handbook.
5. The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.

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