# Job Description and Person Specification

**Job Title: Agency Decision Maker**

**Accountable to: Chief Operating Officer**

**This post is based at Central Office or Remote Working**

## Nugent

The origins of Nugent date back to the 1800’s and the pioneering work of Father James Nugent (1822-1905) in relation to child welfare, relief from poverty and social reform. The work of Father Nugent had a dramatic impact on the lives of thousands of vulnerable people and his work continues to this day through Nugent. We are the social welfare arm of the Catholic Archdiocese of Liverpool.

Today, Nugent offers a diverse range of support to adults and children in Merseyside through our schools, care homes, community and social work services and social enterprise. As a health and social care provider, we work at the heart of some of the most vulnerable and disadvantaged communities. We strive, not only to provide the best possible service to individuals and their families in these areas, but to generate interest, awareness and an understanding of the issues they face and the impact of this on our wider communities.

Nugent supports on average 6,000 people each year. We are a major employer in the area, employing 650 staff and supporting 350 volunteers. We courageously advocate on issues of justice and fairness.

**Our Mission:**

* To care, educate, protect and inspire those in need.
* To be an employer of choice.
* To be an advocate: A voice for the voiceless.

**Vision:**

* Our vision is to be an entirely dignified & outstanding organisation by 2020.

**Our Values:**

* Integrity, Ambition, Courage, Compassion, Optimism, Respect and Dignity.

Nugent celebrates diversity in our organisation and in society as a whole and is an equal opportunities employer welcoming all people with a positive view of age, caring responsibilities, gender, disability racial origin, religion, sexual orientation or socio-economic background.

**Responsible for**

On behalf of Nugent, the Agency Decision Maker is responsible for makine a decision about whether the prospective adopter is suitable to adopt a child.

**Overall Purpose of the Post**

* To maintain an up to date knowledge on new legislation, case law, policy guidance and local/regional policy developments, and supporting the implementation of new legislation in conjunction with senior managers and other partners (including external agencies).
* To make decisions about the approval of adoption applicants in accordance with relevant legislation, policies, procedures, and best practice.
* To give operational information and advice to the Chief Operating Officer or Chief Executive in cases as required.
* To make and communicate decisions to: social work practitioners, families and panels within statutory timeframe and driving best practice across the service.
* To work with all staff to ensure that all performance and regulatory targets are met within agreed timescales and where performance targets are not met, alerting the Chief Operating Officer.
* To ensure that issues of equality and diversity are properly reflected and addressed in the documents upon which the post holder’s decisions are based and ensure that there is evidence that the heritage and protected characteristic needs of children have been identified and can be met by prospective carer/adopters.
* To provide reports on ADM activity as required.
* To ensure panel chairs are suitably qualified and equipped to discharge their duties. The Agency Decision Maker conducts annual appraisals of panel chairs based on: observation of panel, quality of the panel minutes and the panel’s recommendations.
* To contribute to the monitoring of the quality of the service in line with regulations and National Minimum Standards as required.
* To keep the Relief ADM fully informed of all matters of concern.
* Ensure Nugent’s mission and vision are reflected within the tasks and responsibilities of the role.
* To contribute to ensuring that all policies and procedures are clear, up to date and being practised in the area of responsibility.
* To uphold and promote the values, aims and principles of Nugent at all times and ensure all work is characterised by anti-discriminatory and anti-oppressive practices.
* Any other reasonable duties as assigned.

**Professional Tasks and Development**

* To ensure thorough preparation, reading of panel papers and obtaining of advice as required in advance of panel and any decision making.
* To undertake relevant training and take part in the annual Adoption Panel training day.
* To ensure that all reports requested by the Chief Operating Officer and to the panel are produced on time.
* To attend and contribute to own supervision sessions and appraisal.
* To ensure up to date knowledge and skills are maintained.
* To uphold the reputation of Nugent and strive to enhance its public profile.
* To have regard to Health & Safety issues at work at all times.

**Safeguarding**

Ensuring safe practice guidelines are followed and safeguarding policies and procedures are adhered to at all times.

**Additional Duties**

It is the nature of the work of Nugent that tasks and responsibilities are, in many circumstances, unpredictable and varied and may include weekend and evening work. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or chances in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff’s job, it will be included in the job description in consultation with the member of staff.

**Information Governance & Code of Confidentiality**

The information Governance standards outline how employees must deal with personal information about employees’, service users, corporation and finance information. It is a requirement that all Nugent employees, in the course of their work, treat such personal data confidentially and comply with Nugent’s confidentiality policies. A failure to comply with Information Governance standards may result in disciplinary action.

**Equalities**

Nugent affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent will ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

**Nugent and Fundraising**

Nugent is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent are expected to behave in a way that enhances the reputation and image of the Charity. In addition, staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

**Basic Principles**

The post holder is expected to be familiar with and work within the Basic Principles of Nugent. He/she must be prepared to operate within a Catholic Agency, while ensuring that people of other denominations and religions have their spiritual needs met.

**Conditions of Service**

The Conditions of Service are set out in the Nugent Handbook.

Nugent has a probationary period of up to 9 months. A probationary appraisal will take place at 3 months with an initial performance review at the 6 month stage.

|  |  |  |
| --- | --- | --- |
| **How Assessed** | Evidence provided in forms of diplomas, certificates, application, references. | 1. Requirements of the person specification will be tested via presentation/interview/references 2. Finance Test as appropriate |
| **Desirable** | Relevant management qualifications at degree level.  Masters of Social Work and registered with the Health Care Professions Council (HCPC) | 1. Experience as a Safeguarding Lead or equivalent. 2. Executive Leadership experience in children’services or adoption/fostering 3. Previous experience in managing and improving Children’s regulated services. |
| **Essential Criteria** | **Qualifications**  Social Work Qualification and registered with the Health & Care Professions Council (HCPC). | **Previous Knowledge and Experience**   1. 10 years or more (post qualification) 2. doption Panel work, Agency Decision Making 3. Relevant senior management/leadership experience in childrens services, adoption or fostering 4. Extensive experience working in the social care field 5. Up to date knowledge of legislation and regulatory requirements in the areas of responsibility of post 6. Management of change and development 7. Extensive safeguarding knowledge and experience. 8. Inter-agency work/partnerships experience. 9. You must have extensive understanding of the laws relating to children and specialist knowledge of inter-country adoption legislation and practice and of the disclosure of protected information about adults. |

|  |  |  |
| --- | --- | --- |
| 1. Requirements of the personal specification will be tested via presentation/interview/group exercise/in tray as appropriate. 2. Computer skills Competency Test. |  |  |
| 1. Familiarity with databases such as Halo. 2. Familiarity with Office 365. 3. Expe |  |  |
| **Skills and Abilities**   1. Ability to analyse complex information and make sound decisions. 2. The ability to make informed independent decisions without bias. 3. The ability to write clear, and meaningful reports. 4. The ability to manage time effectively. 5. Clear and concise oral and written communication 6. Evidence of ability to organise structures, processes and systems 7. Evident of ability to delegate work appropriately and prioritise workload 8. Evidence of high computer competency in variety of packages (Word, InfoPath, Excel and PowerPoint) | **Special Requirements**   1. Commitment to the value base, including that of a Catholic ethos, of Nugent. 2. Energy, enthusiasm and good humour 3. Enhanced DBS |  |