

## JOB SUMMARY

<b>Post Title</b>	<b>Service Manager – Fostering and Adoption</b>						
<b>Job Family</b>	Service delivery	Pay Range	SD15	Line Manager to others?	Yes	Role profile ref	SD15
<b>Service Area</b>	<i>Fostering and Adoption, Corporate Parenting, Childrens Social Care, Children's Services</i>						
<b>Line Manager</b>	<i>Service Director Childrens Social Care</i>						
<b>Location</b>	<i>County Hall, Newport, Isle of Wight</i>						

### **Job Purpose**

To provide strategic and operational leadership for the local authority's statutory Fostering and Adoption functions, ensuring the safe delivery of safe, high-quality services that achieve positive outcomes for children and families.

The postholder will be responsible for the local authority fostering service as a regulated provision, ensuring compliance with all legislative, regulatory and inspection requirements, and for leading the adoption service delivered in partnership with the Regional Adoption Agency, Adopt South. The role holds accountability for the service performance, quality, safeguarding oversight and effective management. Specific elements of the role are to ensure continuous improvement and transformation, leading recruitment and retention activity to ensure the right homes for the right children at the right time.

### **Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**

- Ensure the fostering service operates as a fully compliant regulated service, meeting fostering regulations, National Minimum Standards and Ofsted requirements, with clear inspection readiness and continuous improvement.
- Provide professional leadership and statutory assurance for the local authority's adoption responsibilities delivered through the Adopt South Regional Adoption Agency, ensuring effective risk management and governance.
- Maintain strategic and operational oversight of all statutory fostering and adoption processes, including assessments, approvals, reviews and permanence planning.
- Hold accountability for service performance and quality, using data, audit activity, feedback and learning to drive improvement and measurable outcomes (including the role and function of the adoption panel).
- Ensure robust safeguarding management oversight, including effective decision-making, escalation, and learning from serious incidents, complaints and practice issues.
- Lead and embed a strong quality assurance framework, translating findings into service development, workforce learning and improved practice.
- Act as the senior operational lead in partnership working, building effective relationships with Adopt South, internal services and external partners to secure timely permanence outcomes.
- Provide visible and professional leadership to managers and staff, promoting high professional standards, reflective supervision, learning and workforce stability.
- Lead workforce and sufficiency planning in response to service demand, recruitment and retention needs, and regulatory requirements for fostering and adoption.
- Manage service budgets and resources effectively, ensuring value for money, sustainability and the alignment of resources with statutory duties and improved outcomes for children.
- Lead the local authority fostering recruitment and marketing strategy, developed based on sufficiency needs and analysis.
- Take responsibility for the Agency Decision Maker function for Fostering and Kinship Carers, and Children's Adoption Plans, matching of children to adopters and the approval of foster carers.

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- To provide senior management cover for the out of hours service, as part of a senior management rota.

### Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Expert knowledge of the service area, the local authority and partnership organisations and understanding of the political agenda impacting on them.	<p><i>Expert knowledge of statutory children's social care services,</i></p> <p><i>Knowledge relevant legislation and guidance e.g. Children's Act 1989 and 2004, Children and Families Act 2014, Children and Social Work Act 2017, Working Together 2015, Fostering Regulations 2011, Adoption &amp; Children Act 2002, National Minimum Standards for Fostering and Adoption, Special Guardianship Regulations 2005 (2016), Care Planning, Placement and Case Review Regulations 2010.</i></p> <p><i>Knowledge of LSCB, Children's Trust, Corporate Parenting Board and Corporate Parenting responsibilities, Scrutiny function of Members, Youth Justice Service.</i></p>	<b>E</b>	
Substantial experience of planning and delivering specialist legal / statutory / regulatory / customer / stakeholder / community engagement services within a large / complex organisation, with expert professional knowledge and experience.	<i>E.G. Service/Team planning, Performance management, project management-reunification programs, permanency planning, leading recruitment and marketing strategies.</i>	<b>E</b>	
Expert knowledge of the service and partner relationships and wider sector / external influences.	<i>Fostering and Adoption regulations, Children in care, care leavers, permanency planning, corporate parenting board, wider children's services/social care, IOWSCB.</i>	<b>E</b>	
Proven experience of leading services through inspection, regulation and quality assurance, including preparation for and response to Ofsted or other regulatory scrutiny.	<i>Leading regulatory services through inspections, being part of a strategic management team involved in the delivery and response to inspection, leading and coordinating operational services response, providing evidence.</i>		<b>D</b>
Expert knowledge and understanding of the legislation, regulations, systems, policies, procedures, professional guidelines, best practice and emerging developments (including the political agenda) which impact the service area.	<p><i>E.G Children's Act 1989 and 2004, Children and Families Act 2014, Children and Social Work Act 2017, Working Together 2023.</i></p> <p><i>Knowledge of LSCP, Children's Trust, Families First Program, Corporate Parenting Board and Corporate Parenting responsibilities, Scrutiny function of Members.</i></p>	<b>E</b>	
Experience in assessing the impact of legislation and ensuring organisational / stakeholder compliance.	<i>E.G. ensuring service compliance regarding fostering and adoption regulations. Ensuring the Fostering Panel and ADM process are in line with regulatory requirements and ensure best practice.</i>	<b>E</b>	
Experience in developing policy, procedures and standards and contributing to strategic direction, in a changeable area of work.	<i>E.G Local Offer for Care leavers, Corporate Parenting Strategy, Sufficiency Strategy, Kinship and Special Guardianship Strategies, Fostering &amp; Recruitment Strategy</i>		<b>D</b>
Substantial experience of representing the Council / organisation in a professional / legal capacity.	<i>Strategic meetings e.g. Local safeguarding board, Regional and national partnership meetings and forums, Children's trust etc.</i>	<b>E</b>	

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Excellent interpersonal skills. Authority and credibility to build relationships and engage successfully with colleagues, partners and customers at all levels	<i>Management of teams/service area</i>	<b>E</b>	
Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes in complex or politically sensitive situations	<i>e.g. Managing stage one complaints, MP enquiries</i>	<b>E</b>	
Authority and credibility to build relationships and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.	<i>Corporate Parenting Board, Committee meetings, IOWSCP, Family Justice Board</i>	<b>E</b>	
Initiative, strategic and political awareness demonstrated in innovative approach to problem solving and decision making.		<b>E</b>	
Excellent planning and organisational skills with experience of managing and delivering a service to organisational requirements.	<i>Lead for quality assurance framework and implementation/reporting</i>	<b>E</b>	
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Use of ICS, Caseload spreadsheets and reports, PAG reporting</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to degree standard or equivalent.		<b>E</b>	
Relevant professional /vocational qualification.	<i>Qualified Social Worker</i>	<b>E</b>	
Post graduate qualification may be required.	<i>Management Qualification</i>		<b>D</b>
<b>Other Requirements</b>			
<i>Commitment to equality and diversity</i>			
<i>Enhanced DBS</i>			
<b>Organisational Structure (optional)</b>			