



Cumberland Council

Post Specification

Date	November 2024
Post Group Number	6856
Post Title	Service Manager - Regional Adoption Agency
Job Family	People Care and Development
Job Family Role Profile	PCD18
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description

The post is based within the Children and Family Wellbeing directorate of Cumberland Council, as part of a hosted service which also covers Westmorland and Furness Council. Working with children, young people and their families and carers, along with internal/external partners, the newly formed Regional Adoption Agency will deliver adoption services.

Purpose of this post

To lead the Regional Adoption Agency to improve outcomes for children and young people in Cumbria by listening to the voice of the child, young person and their families, understanding their needs and working together to agree how these needs will be met with the right help and support.

Key job specific accountabilities

- Management of complex and high risk work with children.
- To undertake work that will contribute to the overall strategic direction and delivery of the Regional Adoption Agency and in line with the service plan.
- To be responsible for the delegated budget management of the teams within the remit of the role.
- To work with partners to improve and develop services at a local and regional level.
- To provide expert advice to senior colleagues within the RAA local authorities.
- To take overall responsibility for the performance management and effective working of teams within your remit to achieve effective service delivery.
- To ensure that the teams support children and young people who are cared for by the RAA local authorities council, maximising their life chances in line with regulation, guidance and best practice.
- To be part of a wider service manager leadership team and provide cover and on call support as required

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none">• In line with delegated decision policy.
Staff Management Responsibilities	<ul style="list-style-type: none">• Management of team of staff within service area and cover for colleagues as and when required.
Other	<ul style="list-style-type: none">• NA

Essential Criteria - Qualifications, knowledge, experience and expertise

- CQSW/CSS/DipSW and Social Work England registration and relevant management qualification in related field)
- Very Significant experience of working in adoption services.
- Significant experience of managing and monitoring budgets and resources
- Very significant experience of working in services for children in acute need
- Significant experience in managing and motivating staff
- Significant experience of managing performance and addressing shortfalls
- Experience of working in diverse communities
- Experience of developing services with the involvement of children, young people and their families
- Experience in working in a local or national government accountability framework
- Significant experience of interagency working
- Experience of developing service specifications
- Extensive understanding of policies, statutory guidance and legislation in respect of the children's wider agenda
- Specific detailed knowledge of Child Protection and Cared For children's law and regulation/guidance
- Knowledge of particular vulnerable groups, especially children with learning difficulties and disabilities
- Knowledge of commissioning processes
- Knowledge of the application of equality impact assessments
- Significant understanding of relevant research evidence
- Excellent ability to communicate both orally and in writing
- Ability to understand the needs of children and young people from diverse backgrounds
- Ability to work with partner agencies to increase efficiency and effectiveness of resource usage
- Proven leadership, problem solving and negotiating skills
- Planning & implementation skills
- Ability to work as part of a team
- Ability to prioritise and meet deadlines
- Ability to chair and lead meetings at a partnership level
- Ability to operate effectively within a political environment.
- Professional integrity, reliability, consistency
- Adaptability, resilience, outcome focussed and self motivated
- Creative thinker able to offer original solutions outside of traditional expectations

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
- DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	High
Physical Demands	Normal
Working Conditions	Some exposure to people who may be distressed

Other Factors

- Flexible working hours including evening and weekend working in line with service requirements.
- Requires ability to travel independently and extensively both within and outside the county to undertake duties on a regular basis including attending regional and national events