

## JOB DESCRIPTION



<b>Job Title:</b> Personal Advisor (PA)	<b>Service Area:</b> Service Specific	
<b>Directorate:</b> Children's Services	<b>Post Number:</b> Various	<b>Evaluation Number:</b>
<b>Grade:</b> PO1	<b>Date last updated:</b> October 2021	

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our Children in Care and Care Leavers that we have under the Children and Social Work Act 2017.

## **OVERALL PURPOSE OF JOB**

1. To have responsibility for a caseload of more complex cases within the team and demonstrate appropriate initiative commensurate to the skills and knowledge required for the post consistently applying high standards to deliver good outcomes for care leavers.
2. To work in partnership with young people preparing them to make the transition from being in care
3. To support other practitioners in the team through mentoring, coaching, advice, and shadowing on visits or in meetings.
4. To contribute to and support the Newham Together Vision including the implementation of our Strategic Improvement Plan for Children's Services; the

Children and Young People's plan and specific improvement initiatives related to external regulation.

5. To deliver a restorative, relational approach to practice and supervision, utilising systemic tools and interventions within the Newham Together Practice Framework
6. To deliver and embed our restorative approach to building an organisational culture where social work and support can flourish.
7. To be an active member of the team, to work collaboratively with colleagues and external stakeholders to achieve our service plans and priorities.
8. To champion our priorities and obsessions to improve the lives of children families and care leavers.

## **JOB CONTEXT**

1. The post holder reports, and is accountable, to the Line Manager of the team.
2. The post holder holds a caseload of complex cases.
3. The post holder to work in partnership with young people, their social worker and carers and other relevant agencies. To co-ordinate, monitor and review Pathway Plans for all allocated young people preparing to make the transition to adulthood and greater independence.
4. The post holder is responsible for developing close and effective working relationships with key agencies, to facilitate a co-ordinated multi-agency response to the identified needs of care leavers.
5. The post holder delivers service specific interventions and decision-making that have both an impact on children, families, care leavers and the overall performance of the council.
6. The post holder will have regular contact with young people, parents and carers and the wider personal and professional network that supports care leavers.
7. The post holder has no line management responsibility.
8. The post holder is not required to manage a budget.
9. The post holder to support young people to sustain their accommodation. Provide support to prevent young people going into rent arrears. Work in partnership with the benefit agency and housing officers, to assess young person's eligibility and entitlements and ensuring that they are provided with appropriate service. To actively support and encourage inter-agency pathway planning.
10. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service and on call requirements.

## **ACCOUNTABILITIES ALL Personal Advisors**

**Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.**

**This Job Description is a guide to the level and range of responsibilities the post holder.**

1. To have experience of, or willingness to train in, a practice model that is restorative and relational in approach and utilises systemic ideas and tools that engage with and support others in change and development.
2. To consistently use the Newham practice model when assessing need and delivering interventions that includes working in a respectful, collaborative and professional manner with children, families, and care leavers that is focused on achieving good outcomes.
3. To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice
4. To hold a caseload of complex and sensitive cases and deal with them effectively and efficiently to ensure best outcomes.
5. To engage in and promote reflective supervision in line with the Newham Supervision Framework
6. To participate in the statutory processes of preparing, implementation, monitoring and six monthly reviewing of Pathway Plans with care leavers.
7. To provide and liaise with individuals and agencies relevant to young people's lives to implement programmes of social care, education, training and support to individual young people, as part of the agreed Pathway Plan.
8. To advocate on young people's behalf and empower young people in making decisions in order to explore their potential.
9. To liaise with Housing providers to ensure that young people have adequate and appropriate accommodation.
10. To adhere to legislation, practice standards and procedures and to contribute to the development and review of these standards. To act in a way that protects the reputation of the Local Authority, whilst always privileging the best interests of care leavers. To immediately, alert relevant managers in the system to any issues that may leave children or young people at risk or place the council at reputational risk.
11. To establish and maintain strong partnerships with multiagency partners to deliver effective support for children, young people and families with child safeguarding and /or corporate parenting needs. This includes responding promptly to concerns raised by internal and external stakeholders about individual children, care leavers, and team wide issues.

12. To develop plans for intervention with care leavers that are outcome focused, based on assessed needs and include contingency plans that utilise the family's support network as much as possible and are reviewed in accordance with need and within statutory timeframes.
13. To ensure young people are given practical assistance and have access to eligible welfare benefits and other financial support when moving into independent accommodation.
14. To produce high quality case records that are up to date, reflect the Newham practice model, are clear, succinct and written so as the child, young person or family member can understand.
15. To work out and about in the community, visiting care leavers, families and carers in the places they live and supporting community engagement.
16. To be accountable for the progress of agreed key performance indicators within your caseload and scope of responsibility providing regular and reliable management information and the analysis to inform continuous learning.
17. To promote and engage in a strong culture of learning and development by enrolling and engaging in regular quality assurance activities, training and learning opportunities; identifying and leading opportunities to share professional practice and experience with other colleagues, students and professionals
18. To participate in team meetings and in supervision with Team Manager.
19. To have a knowledge of safeguarding issues relating to young people.
20. To undertake other duties that may be required from time to time.

### **Politically Restricted Posts**

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

## Person Specification

Job Title: Personal Advisor	Service Area Service specific	
Directorate: Children's Service	Post Number: TBC	Evaluation Number:
Grade:  PO1	Date last updated: October 2021	

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that, you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>Knowledge of The Children's Act, specifically related to a local authority's duties towards care leavers and child protection duties.</li> </ul>	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>

<ul style="list-style-type: none"> <li>• Knowledge and understanding of the issues facing young people leaving care (essential)</li> <li>• A range of recognised qualifications in associated fields will be acceptable. Qualifications in Connections, Youth Work, Careers, Social Services, Teaching, Health, Youth Offending/ Probation Services will meet the requirement.</li> <li>• Extensive experience working with care leavers will also be considered.</li> </ul>	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>
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<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Experience of delivering high quality interventions to care leavers.</li> <li>• Relevant experience working with young people, including those at risk in a variety of settings.</li> <li>• Experience of effective advocacy work and representation of the council in all forums.</li> <li>• Experience of having worked successfully with social care practitioners or practitioners in training.</li> <li>• Planning and leading activities of group work. Working with adults, parents and carers. Working with other agencies to support young people.</li> <li>• Preferred knowledge or experience around immigration and unaccompanied minors.</li> <li>• Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes.</li> </ul>	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>
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<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• High level relationship and communication skills with children, young people, and families, inter and intra agency colleagues, supervisors and senior managers that improve outcomes for children.</li> <li>• Highly able to gather information in a timely and effective way so as to inform judgement for interventions including in crises, and in response to challenge.</li> <li>• Highly able to carry out risk assessments, manage risk, including in more complex cases.</li> <li>• High level writing and record keeping skills. Computer literacy skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role.</li> <li>• Highly able to deliver relationship based social work that improves outcomes for care leavers.</li> <li>• Highly able to coach and mentor colleagues in the context of a high challenge high support culture</li> <li>• Highly able to hold accountability for practice and its impact on the lives of Newham children and care leavers.</li> <li>• Highly able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach</li> </ul>	<p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p>
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<ul style="list-style-type: none"> <li>Highly able to use and apply data and management information to achieve continuous improvement</li> </ul>	<p>Interview/Assessment</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>Commitment to the provision of a quality family intervention, which safeguards, effects change and promotes equality and partnership with care leavers.</li> <li>Commitment to upholding and respecting children's' and young people's rights, views and feelings.</li> <li>Commitment to challenge discrimination based on race, gender, religion, sexual orientation or disability.</li> <li>Willingness and ability to work occasional evenings and weekends to maintain service delivery should an urgent need arise.</li> <li>This post is subject to an enhanced DBS check.</li> <li>This post is exempt from The Rehabilitation of Offenders Act (1974).</li> </ul>	<p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview</p> <p>Satisfactory clearance at conditional offer stage.</p> <p>Satisfactory clearance at conditional offer stage.</p>