

# Role Description Adoption Panel Member and Panel Vice Chair



**Reports to: Adoption Panel Chair**

## Diversity Commitment

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PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

## The Role

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This role is responsible for proactively preparing for adoption panel meetings, drawing on both personal and/or professional knowledge and experience to inform the discussion.

As vice chair, they will chair the adoption panel meetings to reach a recommendation of adoption through PACT; ensuring that all items of business are covered and that the panel operates to promote diversity and anti-discriminatory practice and is in accordance with regulations and guidance and PACT's policies and procedures.

## Key Tasks

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<input type="checkbox"/>	Read the circulated papers carefully before the panel meetings, identifying concerns and alerting the agency advisor if necessary to ensure as far as possible, that the case is adequate for submission to panel
<input type="checkbox"/>	Attend panel meetings as agreed by PACT and on time, prepared to contribute and acting as Vice Chair to lead and facilitate the panel discussion
<input type="checkbox"/>	To chair panel meetings, ensuring that items of business are covered and that the panel operates in accordance with regulations and guidance and PACT's policies and procedures
<input type="checkbox"/>	Facilitate the active participation of all panel members in contributing to the panel's consideration of cases and to the making of clear, well-evidenced recommendations with documented reasons for these
<input type="checkbox"/>	Ensure that those attending panel are treated with respect and courtesy
<input type="checkbox"/>	Take responsibility for leading the recommendation outcome, on each case, drawing on both personal and/or professional knowledge and experience
<input type="checkbox"/>	Safeguard the confidentiality of all papers submitted to the panel and panel discussions and adhere to PACT's data and confidentiality policy

O	To be involved in checking and agreeing draft minutes before they are sent to the decision-maker
O	To ensure, with the Panel Advisor, that senior managers are aware of issues of concern, in relation to both individual cases and to more general matters
O	Participate constructively in the annual review of your performance as a panel member and Vice Chair
O	Participate in induction, training and development as offered by PACT, which will be at least two days per year. And to assist in the planning and delivery of training for other panel members
O	To be involved in the recruitment of any new panel members as the need arises
O	To assist in developing, promoting and monitoring policies and procedures and maintaining the high standards of work in PACT's adoption services
O	Declare an interest and inform the Panel Chair should they have knowledge, in either a personal or professional capacity, of a case under consideration
O	Inform the agency at once of any charges, cautions or convictions for any criminal offence or if any criminal proceedings are pending
O	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work
O	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times
O	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion

### **Person specification**

O	Experience, either professionally or personally or both, of the placement of children in adoptive families being cared for away from their birth family
O	Experience of chairing complex meetings. Demonstrates has the competency to chair a panel meeting with authority, ensuring that all business is covered and that the panel operates in accordance with regulations, guidance and PACT's policies and procedures
O	Demonstrates can facilitate the active participation of all panel members in contributing to the panel's consideration of cases and recommendations
O	Demonstrates an appreciation of the effect of separation and loss on children
O	Demonstrates an appreciation of the purpose and function of the panel and of PACT
O	Has an understanding of the adoption process and practice and of the legislative framework for the work of the panel or has the capacity to develop this knowledge quickly

O	Excellent interpersonal skills, listening and communicating effectively, both verbally and in writing. Fluent in written and spoken English
O	Interacts collaboratively and cooperatively with others. Communicates with respect to all attending panel and ensures that panel members can explore any concerns they may have openly and honestly. Effectively manages the expression of strongly held views that may be conflicting and helps the panel to reach a recommendation which takes all views into account
O	Can identify key issues and possible solutions and communicate these clearly
O	Competent in raising issues and concerns with PACT, liaising with the decision maker and other senior managers
O	Efficient time management and organisational skills and can work to deadlines
O	Can read, process and analyse large amounts of complex information
O	Can make an assessment and form a view, based on the information presented to panel, and has the confidence to articulate this at panel
O	Can use personal and/or professional knowledge and experience to contribute to panel discussions and decision making in a balanced and informed manner
O	Has a commitment to adoption as a way of meeting a child's need for permanence, where this appears to be in the child's best interests
O	Demonstrates an understanding of, and commitment to, equality of opportunity, diversity and inclusion
O	Demonstrates an understanding of, and a commitment to, the need for confidentiality
O	Shows willingness to increase knowledge and understanding of adoption thorough reading, discussion and training. Maintains current safeguarding knowledge and completes PACT's mandatory training modules as required and to time
O	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom

*PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) Standard check, overseas police check where applicable and references covering a minimum 5 year period. All opportunities are based in the UK.*