ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children in Our Care and Care Leavers Service**
POSTHOLDER **Vacant**

SECTION **Fostering Team**
GRADE **Scale 6**

POST DESIGNATION (TITLE)

Purpose of Job:

To be responsible to the Business Support Lead for Fostering and Adoption for:

i) To lead on the quality assurance of data held and contribute to service improvement by providing information, data, analysis and reporting within the service
ii) To operate flexibly as part of the business support staff group so that core business support functions are delivered
iii) To contribute to the development of efficient and effective business support arrangements that add value to the service provided to service users
iv) To be responsible for day-to-day processing and management of financial information for the service, to ensure accuracy and up to date information is maintained and there will not be a significant negative impact on the service and other organisations

Manages up to 0 directly managed staff.
Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties:

1) To provide administrative support staff carrying out such duties that are required to ensure the smooth and efficient running of the service, including distribution of mail and being the first point of contact (either by telephone, email or face to face). Deal sensitively with all enquires, complaints, assessing needs and providing the most appropriate response including advice and guidance, signposting to other sources of help and involving other internal and external professionals as necessary.

2) To lead on the tracking of data and collecting, collating, scrutinising, interpreting and producing outputs and be responsible for implementing follow up actions and distributing information.

3) To input, update and interrogate information relating to service users.

4) To support staff and leaders and take responsibility for ensuring data is up to date and tasks are completed within defined timescales.

5) To prepare, analyse and provide detailed and complex reports and management and performance information as required.

6) To be responsible for the accurate complex calculations of payments to all agencies and service users and to ensure all purchase orders are created on the system accurately against the child's record such as petty cash, placements and any invoices from agencies.

7) To take the lead in running financial reports and present findings to management team and rectify any discrepancies.

8) To be responsible for day to day accounting processes and carry out financial accounting tasks relating to the use of delegated budgets and staffing, including the processing and transactions of cash payments, allowances and monitoring of invoices on in house database as directed.

9) To lead on the organisation of training for all our foster carers, ensuring quality training within budget that will have a positive impact on our carers and in turn our children and young people.

10) To create, maintain and update the training brochure for our foster carers ensuring all statutory training is available.

11) Monitoring training for our foster carers alongside the supervising social worker, ensuring all statutory training has been completed and is within timescales.

12) Maintaining and establishing relationships with outside agencies/providers with regard to training including our Consortium and its partners.

13) Maintaining and develop systems for holding information on case files, storage, retrieval, transfer and archiving.

14) To undertake minutes of meetings to a high level of standards this may include sending invites and distribution of any documentations.

15) Actively contribute to team meetings and update members on relevant statistical information such as caseloads, reviews etc. to identify and rectify discrepancies

16) To undertake tasks relating to case audits and quality assurance activity within the service area.

17) To work closely with colleagues and other agencies inside and outside of the organisation to ensure effective data collection, statutory reporting and information sharing as required.

18) To be responsible for producing statistical data used to monitor and improve data quality and the quality of service which can be used by a wider audience.

19) Manage the preparation and organisation of training courses, including organising room/venue bookings, liaising with providers, liaising with foster carers and supervising social workers. Distributing relevant documentation when required and ensuring all trainings completed by foster carers is accurately and appropriately recorded on the carers record.

20) To support with subject access requests.

21) To ensure data is exchanged and handled in accordance with the data protection act and agreed procedures.

22) To keep up to date with all legislation, regulations, guidance, policies and procedures relevant to the post.

23) To undertake any other work appropriate to the level and general nature of the post's duties.

24) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

25) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

26) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

27) This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools

28) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Business Support Lead for Fostering and Adoption