



JOB DESCRIPTION AND PERSON SPECIFICATION FOR PANEL MEMBERS

Job Description

1. To read the circulated papers carefully before the meeting and to attend the meeting prepared to raise issues and to contribute to the Panel discussion.
2. To take responsibility for participating in the making of a recommendation, on each case, drawing on both personal and professional knowledge and experience.
3. To attend meetings of the Panel as specified in your agreement with the Agency.
4. To be prepared to attend additional Panels if possible, if requested.
5. To participate, with other Panel members, in advising on policy and procedural matters as required.
6. To address diversity issues and promote anti-discriminatory practice.
7. To declare an interest and inform the Panel Chair or Panel Adviser prior to the meeting should a Panel Member have knowledge of an applicant in either a personal or professional capacity.
8. To safeguard the confidentiality of all Panel papers and Panel discussions and ensure all paperwork is returned to CCS Adoption for disposal. Or if provided electronically to ensure that no copies are kept on persona devices.
9. To participate in Panel induction and in Panel training, which will be at least one day per year.
10. To participate constructively in the annual review of their Panel membership.
11. Panel Members may resign by giving at least one month's notice in writing to the Panel Chair or Agency Adviser.

Person Specification

Experience and Qualifications

- Experience, either professionally or personally or both, of the placement of children in adoptive and foster families or of children being cared for away from their birth family.
- A social work or medical qualification will be necessary for certain Panel Members. The two social work members must have at least 3 years post-

qualifying experience in childcare social work, including direct experience in adoption work.

Knowledge

- An appreciation of the effect of separation and loss on children.
- Awareness of the richness of different kinds of families and their potential for meeting children's needs.
- Some understanding of the purpose and function of the Panel and of the Agency, which the Panel is serving, or a willingness to learn.

Abilities

- Good listening and communication skills.
- The ability to read, process and analyse large amounts of complex and sometimes distressing information.
- The ability to make an assessment and to form a view, based on the written and verbal information presented to Panel, and the confidence to articulate this at Panel.
- The ability to use personal and/or professional knowledge and experience to contribute to discussions and decision-making in a balanced and informed manner.
- The ability to work co-operatively as part of a multi-disciplinary team.
- The ability to attend Panel meetings as required, arriving on time, and to attend at least one training day each year.

Attitudes

- A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in adoptive families and their birth families where this appears to be in the child's best interest.
- 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.
- A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexuality.
- An understanding of, and a commitment to, the need for confidentiality.

- A willingness to increase knowledge and understanding of issues through reading, discussion and training.
- A willingness to contribute constructively to the annual review of your central list and Panel membership and, as required, to that of other Panel members and the Chair.