

# Job description

**Job title:** Senior Personal Advisor

**Grade:** Grade 11

**Job evaluation reference:** HS509

**Job family:** Health and Social Care

## Purpose and impact

1. To improve the life chances of young people who have left Local Authority care, in accordance with relevant legislation and Dorset Council's Policy on services to care leavers.
2. To ensure that young people who are care leavers are supported and encouraged to make informed life choices which give them the best opportunity to lead successful adult lives.
3. To work closely with the Service Manager and Team Manager in the development of the Care Leaver Service, contributing to strategic vision and decision making.
4. Lead in the development and review of the Care Leaver Service, including Extended Duties, Local Offer, Staying Close and Care Leaver Covenant and support its effective communication and implementation in service areas.
5. Lead on specific projects or pieces of work on behalf of the Service Manager and/or Team Manager, taking responsibility for the achievement of outcomes within required timescales.
6. To lead in demonstrating and implementing best practice, feedback, and evaluations in the development of the service, offering advice and guidance to less experienced members of the team and function as a mentor or coach to staff.
7. To work closely with any Care Leaver Apprentice and Youth Voice Service to develop participation of service users.

## Key responsibilities

8. Lead on project areas for the service on either Staying Close or Education, Employment and Training for our care leavers.
9. Manage a complex caseload of care leavers, providing guidance, support, and advice within the statutory framework for providing services.
10. Supporting care leavers to gain practical self-care skills – health, budgeting, domestic skills – and enabling them to understand and manage themselves as individuals and their relationships with others.
11. Draw up and implement Pathway Plans which are appropriate to the young person's circumstances, needs, potential and aspirations in conjunction with the young person and all relevant others.
12. Arrange statutory reviews of Pathways Plans and draw up subsequent/amended Pathway Plans.
13. Work in partnership with the young person's parents, carers and other significant adults identified by the young person.
14. Promote and maintain relationships for care leavers with their families and carers, where possible.
15. Listen to and take account of young people's views and wishes, using a person-centred approach to all work with young people.
16. Advocate on behalf of care leavers and work in partnership with statutory and voluntary sector agencies and professionals to ensure effective co-ordination and provision of services to care leavers.



17. Engage care leavers in learning, training, and work opportunities.
18. Ensure care leavers who are entitled to claim welfare benefits receive their full entitlements.
19. Ensure that care leavers have access to the range of accommodation available and are provided with the necessary support to maintain their accommodation.
20. Promote the holistic health needs of care leavers and encourage and support them to the full range of health services provision.
21. Make continued efforts to keep in touch with care leavers who choose not to have contact with the service.
22. Be confident to understand and assess risk and keep managers informed when a care leaver could be at risk of harm to themselves or others or where more comprehensive assessment of need or more support is indicated.
23. Maintain up to date and accurate electronic records in accordance with departmental and statutory requirements.
24. To be aware of Data Protection legislation and of the current codes of practice with partners regarding the recording and sharing of information.
25. Participate in supervision, professional development, and training, and contribute to service planning relating to wider service development as well as their respective lead area.
26. Ensure equal opportunities, anti-discriminatory practice, and health and safety policies and procedures are always adhered to.
27. Assist the service in the achievement of relevant targets and outcomes.
28. Participate in team duty as directed.
29. Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
30. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

31. Reporting to: Team Manager
32. Responsibility for: Staying Close or Education, Employment and Training for our care leavers.

### **Other factors**

33. A DBS check is required for this post.
34. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

### **Resources**

35. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.

### **Working Environment**



**Dorset**  
Council



- 36. Contact with service users in situations where there may be distress and emotional conflict.
- 37. Undertaking lone visits to care leavers in their own homes.
- 38. Post holders may be required on occasions to work outside normal office hours, at evenings and weekends, according to the needs of individual care leavers.

**Work Demands**

- 39. Personal advisers need to be able to respond to rapidly changing priorities on an almost daily basis. This requires the ability to reorganise their workload accordingly and to manage this task often without reference to a manager as they may be away from the office or unable to contact a manager when a crises or additional demand on their time occurs.

**Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Good standard of general education including GCSE Maths and English or equivalent	Application form
2. Working towards a relevant professional qualification	Application form
<b>Experience</b>	
3. Significant experience of working with care leavers and complex young people	Application form
4. Experience of working as a Personal Adviser or equivalent	Application form
5. Demonstratable substantial experience of planning, delivering, and evaluating work with young people	Application form
6. Demonstratable substantial experience of multi-agency working	Application form
7. Demonstratable experience of leading or working within a Project Management group	Application form
8. Experience of developing and delivering training to others	Application form
9. Substantial experience of developing and or mentoring others in the service	Application form
<b>Knowledge</b>	
10. To have expert knowledge into the statutory duties and regulations pertaining to Children in Care/Care Leavers and the responsibility of the Local Authority. To use this expert knowledge to develop the Care Leavers service within Dorset.	Application form Interview Assessment
11. Able to demonstrate a high level of knowledge of the impact that being in care can have on young people	Application form Interview Assessment
12. Advanced specialist knowledge of either Staying Close or Education, Employment and Training for care leavers	Application form Interview Assessment
13. Understanding and appreciation of the role of the Personal Adviser	Application form Interview Assessment
14. Substantial knowledge relating to key areas including welfare benefits, housing, homelessness legislation, education, employment, identity, independent living skills	Application form Interview Assessment
15. Substantive knowledge and experience in working restoratively and in an anti-discriminatory way	Application form Interview Assessment
<b>Skills and abilities</b>	



16. To keep up to date with changes in policy, research and best practice, in order to develop the services for Care Leavers within Dorset	Interview Assessment
17. Ability to build and sustain working relationships with young people	Interview Assessment
18. Ability to assess young people's needs and design relevant interventions	Interview Assessment
19. Ability to formulate and deliver outcomes	Interview Assessment
20. Ability to face difficult issues and deal with them sensitively	Interview Assessment
21. Ability to manage conflict	Interview Assessment
22. Communicate effectively – verbally and in writing	Interview Assessment
23. Ability to work individually and as part of a team	Interview Assessment
24. Confident in use of IT	Interview Assessment
25. Ability to represent the Directorate to other agencies/service users/families	Interview Assessment
<b>Our values</b>	
26. Respect	Interview Assessment
27. Together	Interview Assessment
28. Accountability	Interview Assessment
29. Openness	Interview Assessment
30. Curiosity	Interview Assessment
<b>Other</b>	
31. Commitment to equal opportunities and anti-discriminatory practice	Application form
32. Ability to work flexibly to meet the needs of the service delivery, including working outside of what are considered office hours	Application form
33. Ability to fulfil the travel requirements of the post	Application form
34. A DBS check is required for this post	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.



<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
35. NVQ Level 4 professional qualification in a relevant discipline	Application form
36. Project Management Qualification	Application form
<b>Experience</b>	
37. Experience of working with complex children and young people in care and care leavers	Application form
<b>Knowledge</b>	
38. Understanding of working with people with substance use and mental health issues	Application form Interview Assessment
39. Understanding of the youth justice system.	Application form Interview Assessment
<b>Skills and abilities</b>	
40. Ability to relate research evidence to professional practice.	Interview Assessment
41. Good negotiation skills	Interview Assessment
42. Ability to set targets and work within deadlines.	Interview Assessment
43. Ability to give clear, concise and constructive advice	Application form

## Approval

Manager's job title: M Chislett

Date: December 2022

