

Panel Practice Adviser

Role Description

Panel Practice Advisers (PPAs) act on behalf of the National Convener and CHS in relation to the national recruitment of Panel Members at local level and make recommendations to the National Convener via the Area Convener and Depute Area Convener(s) for Panel Member appointment and reappointment. They are also allocated responsibility by the Depute Area Convener(s) for investigations into internal complaints, previously known as community concerns. This can be in relation to issues about Panel Member practice or conduct. PPAs also undertake panel practice observations and provide constructive feedback to Panel Members.

Key responsibilities

Panel Member recruitment

- undertake training to ensure sound knowledge of the role of Panel Members and the role of the AST in support of Panel Members;
- work with CHS, the Depute Area Convener(s), AST colleagues and, in particular, Panel Representatives, to participate in local recruitment campaigns to the Children's Panel;
- deliver or participate in local information events for prospective Panel Members;
- take part in interview and selection processes locally, in line with CHS recruitment and selection standards; and,
- contribute to recommendations to the Area Convener on the suitability of potential Panel Members prior to seeking approval from the National Convener.

Panel Member practice observation and review

- plan and manage the Panel Member practice observation and review feedback process in collaboration with AST colleagues and/or the Clerks team, in line with CHS national standards;
- undertake a reasonable number of practice observations within hearings, in line with the CHS competence and skills framework for Panel Member practice;
- as part of the learning and development and review process, assess Panel Member behaviour and practice against the competence framework and prepare constructive feedback for each Panel Member following observation;
- give feedback to each Panel Member following each practice observation and competence and skills review, identifying any knowledge or skills gaps and/or support needs and ensuring the Panel Member has a personal development plan in place;
- use standardised CHS systems to record Panel Member practice observations, feedback and recommendations;
- ensure that when there are internal complaints made about Panel Member conduct and/or practice these are explored openly with the Panel Member, with the Area Convener informed and involved where necessary;
- make recommendations for reappointment to the National Convener, via the Area Convener.

Internal Complaint handling

- investigate and resolve or refer any Internal complaints about Panel Member practice following the CHS procedures;
- report the outcome, or refer complaints which require to be escalated, to the Depute Area Convener(s), including any recommendations about further training requirements or additional support.

Person specification for Panel Practice Advisers (PPAs)

The skills and knowledge needed to serve as a PPA are listed below. When completing the application form, it is important to highlight how your skills and knowledge match those required and how these transferable skills would benefit the AST.

Criteria required:

Understanding and willingness to (i) promote the CHS vision, mission and values, (ii) uphold the national standards for the Children's Panel at local level and (iii) be aware of and advance the Scottish Government vision (#Keepthe Promise) for the reform and modernisation of the Children's Hearings System.

In support of this you will need to

- be aware of the legal framework for the Children's Hearings System;
- understand the role of Panel Members and what is needed to support them in their work;
- be fair and non-judgemental, treating every Panel Member in a respectful manner;
- have an understanding of, and commitment to, continuous personal learning and development;
- understand and be committed to the need for personal development and keeping your own skills and knowledge up to date;
- have a good understanding of the competence framework for Panel Members and of the learning and development opportunities available to them;
- be able to objectively analyse and assess information and draw clear conclusions;
- be experienced in giving both oral and written feedback;
- be able to articulate recommendations confidently and sensitively and give clear reasons for these orally and in writing;
- have good organisational and planning skills;
- show good attention to detail in writing up a note of practice observations;
- respect appropriate confidentiality;
- be willing to undertake the necessary training to develop skills in relation to interviewing, Panel Member practice observations, assessment and feedback; and
- have the skills to engage effectively with AST colleagues, key partners locally and CHS.