

Job Description

Position Details

Position:	Personal Advisor
Directorate:	Children, Young People and Families
Service:	Children's Services, 14+ Team
Position no:	BG14580
Grade:	6
Hours of work:	37
Work style:	Agile Worker
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Beth Thomas – beth.thomas@blaenau-gwent.gov.uk
Date:	06/06/2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Team Manager

Responsible for: To develop and provide a service to young people leaving care in line with current legislation, guidance and departmental policies to enable them to make a successful transition to adult life.

Principal Accountabilities

1. To be linked as a Personal Advisor to individual children within the target groups to advise, assist and befriend them ensuring good/positive contact is maintained.
2. To input in conjunction with young people, their carers and other agencies to individual assessments and plans within an agreed time span ensuring all their needs are considered.
3. To work in partnership with social workers for young people who are looked after aged 16 – 18 to ensure their needs are being met and they are being adequately prepared for adulthood.
4. To act as a case holder and to review and update pathway/action plans of young people aged 18+
5. To ensure that young people are offered suitable opportunities to prepare for adulthood before leaving care.

6. To undertake direct work with young people aged 15 – 25yrs individually and in groups, with a view to helping them move successfully onto:
 - Education, training or employment
 - Suitable permanent accommodation
7. To support the development work of the Corporate Parenting Board in relation to care leavers.
8. To maintain accurate records in accordance with Directorate Policy, Guidance and Legislation.
9. To establish and maintain effective working relationships with service users, carers and colleagues in social services and other agencies.
10. To work effectively as a team member and contribute to the development of the team.
11. To communicate effectively with service users, carers, care management staff and other relevant professionals.
12. To regularly attend and contribute to supervision, team meetings, case reviews and other relevant meetings.
13. To demonstrate a commitment to personal development by participating in training and if appropriate to work towards a relevant qualification.
14. To have knowledge of corporate policies and procedures and to work in accordance with them.
15. To work in an anti-discriminatory way and respect the rights and beliefs of individuals.
16. To respond to situations that require immediate action as directed by your Team Manager or Senior Practitioner.
17. To undertake any duties appropriate to the grade and role, as directed by the Director of Social Services.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
5 GCSEs (or equivalent) A - C grade including Maths and English	E	A
NVQ Level 3 in Health / Child Care or equivalent	E	A
Experience		
Proven experience of working with children and their families in a statutory setting or within a voluntary organisation	E	A, I
Experience of working with other agencies to meet the needs of children and their families	E	A
Experience of undertaking or contributing to assessments of children in need of support and their families.	D	A
Knowledge / Skills		
Understanding of the needs of children who are care leavers and may require additional support services.	E	A, I
Good verbal and written communication skills with professionals, children, young people and adults.	E	A, I
Ability to maintain accurate records in accordance with Directorate Policy.	E	A
Knowledge and understanding of current research, legislation and good practice in respect of support for care leavers.	D	A, I
Good verbal and written communication skills with professionals, children, young people and adults.	E	A, I
Ability to engage effectively with a range of professionals and agencies to promote partnership working.	E	A, I
Ability to work proactively to promote positive outcomes for children, young people and their families.	E	A, I
Personal Attributes		
Ability to work as a member of a team.	E	A, I
Ability to work independently on the basis of approved objectives.	E	A
Ability to work to stringent, predetermined time scales.	E	A

Special Working Conditions / Requirements		
Current driving licence and ability to travel as required	E	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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