

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Case Progression Officer
DIRECTORATE	Children and Adults
SERVICE	QA and Safeguarding Service
RESPONSIBLE TO	Child Protection Conferencing Team Manager
GRADE	Range SW4
JOB FAMILY/ LEVEL	PSW0421

MAIN PURPOSE OF JOB

The role of Case Progression Officer is to embed consistent and positive practice in respect of children who are subject to Public Law Outline (PLO) and Care Proceedings. This is an essential role to secure good outcomes for children; this role will be responsible for driving good practice and quality assurance.

To work with team managers, Social Workers, legal, and agencies across the Family Justice System, to drive improvement through quality assuring, monitoring, measuring and tracking progression of court related cases and costs incurred by all agencies to gain a view of whole system effectiveness.

ACCOUNTABILITIES

Devise systems and strategies to reduce the delay caused by additional assessments by tracking cases and creating a learning environment that will enable social workers to improve practice.

Monitor and track pre-proceedings work and cases currently in court in order to gain a view of whole system effectiveness.

Establish an overarching quality assurance function in order to embed consistent and positive practice.

Provide coaching, mentoring and support to social workers in order to enable staff to meet the requirements of PLO.

Attend external meetings with partner agencies to drive improvement.

To promote a project management approach to Court cases.

To champion diversity and equality in all aspects of service delivery and people management.

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Establish and develop effective working relationships and productive partnerships with all the relevant partners.

KEY CORPORATE ACCOUNTABILITIES

To work with colleagues to achieve service plan objectives/targets

To participate in arrangements for supervision, Performance Development Reviews and training in order to demonstrate a commitment to own personal and professional development.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

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PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
Qualified Social Worker	Application
Registration with Social Work England	Application
EXPERIENCE	
Substantial post qualification experience in social care/safeguarding setting (statutory minimum of 5 years)	Application/ Interview
Substantial experience of undertaking Safeguarding work	Application/ Interview
Substantial expertise in Court Work	Application/ Interview
Proven experience in the application of 'Signs of Safety' (<i>Desirable</i>)	Application
Experience of working within the framework of The 1989 Children Act, Adoption and Children Act 2002, Children Act 2004; and other relevant legislations including Working Together 2013, 2015 and 2018	Application
Experience of working within National Policies and development relating to Children's Services, as they impact on children and their family	Application/ Interview
Extensive experience in completing assessments and making recommendations on how needs can be met	Application/ Interview
Experience of quality assuring written work and providing feedback verbally and in writing	Application/ Interview
Experience of mentoring and supporting other employees.	Application/ Interview
KNOWLEDGE	
Ability to use advanced theoretical/practical/procedural/ organisational /policy knowledge across a specialist area	Application

Extensive knowledge and application of the Public Law Outline and the conduct of Court Cases	Application
Comprehensive knowledge and application of relevant legislation, regulation and statutory guidance, relating to children, young people and their parent / carers.	Interview
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application
SKILLS	
Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans	Interview
Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders.	Interview
Can work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.	Interview
Carries out work which has a major impact on the wellbeing of people, including assessing and deciding on complex needs, implementing care/welfare programmes, making decisions that have a high impact on people, developing policies and procedures which have a significant impact on the service	Application/ Interview
Can handle and process cash/documentation relating to small financial amounts	Application
Ability to use Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar)	Application
Ability to manage time and workload effectively	Interview
Understands and is committed to equality and diversity and treats everyone fairly and with respect	Interview
Ability to maintain confidentiality at all times	Interview

OTHER REQUIREMENTS	
Car driver and use of a car for business purposes (<i>Desirable</i>)	Application
Commitment to continuous professional development	Interview
An understanding of Social Work England's professional standards and a commitment to uphold them in your practice.	Application
Enhanced DBS check	

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Child Protection Conferencing Team Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

Ability to supervise, coordinate or train other employees where required, and/or can provide information and advice on internal procedures related to employees.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with children and families to ensure they are appropriately involved in decisions.

FINANCIAL ACCOUNTABILITIES

None.

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments.

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