



Job Description

Job Title: Case Progression Manager

POSCODE: 3315

Grade: L

Overall Purpose of Role

To lead, manage and direct a Case Progression Team, to ensure that all possible steps are explored and taken into account when looking to safeguard children and young people as part of the legal intervention process.

To improve outcomes for children and young people who are deemed to be in need of protection from significant harm (as defined by the 1989 Children Act). To ensure all possible steps are taken in reducing the delay in the child or young person's journey from the outset of legal intervention to the possible entrance to care and any required court proceedings. To ensure the implementation of the Public Law Outline, wider Family Justice System Reforms County wide across Children's Services, and ensure ongoing performance management and improvement within Public and Private Law cases.

To contribute to and be responsible for the driving forward of initiatives which will build on the strengths of Children's Services and improve the reputation of the service with relevant stakeholders. This will ensure continuous service improvements can be clearly evidenced and effective costs savings can be identified for the service.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities

	Main Accountabilities
1	To lead, manage and direct the day-to-day operation of the case progression team, comprising of qualified social work, legal or alternatively suitably qualified staff. This will involve ensuring work is prioritised in line with children or young people's timescales, legislation, statutory guidance, research and best practice relating to safeguarding and child protection
2	To be responsible for driving forward case progression where legal intervention may be required, to ensure timely decisions are made including where emergency legal advice or action may be required, or planned legal intervention being a possibility. Provision of advice, support and robust challenge will be provided to Senior Management and all staff within Children's Services to ensure case planning and decisions are robust, and aligned with Local Authority policy, Legislation and Statutory guidance. By ensuring appropriate challenge, the post holder will contribute to improving and sustaining the reputation of the Local Authority regarding its decision making and case progress with relevant external bodies.

3	To be responsible for the completion of all necessary and appropriate quality assurance activities relating to assessment work undertaken by Social Care staff where legal intervention is being considered, at the pre proceedings stage and for evidence prepared to commence court proceedings. Issues of concern to be escalated to appropriate senior manager, to achieve best possible outcomes for young people, and minimise potential challenge to the Local Authority.
4	To improve efficiency and effectiveness of case progression, identify and analyse through performance data any difficulties arising relating to case progress, decision making, assessment quality and internal or external complications to ensure such areas can be escalated accordingly, addressed and incorporated into any training and development to ensure service wide improvements.
5	To develop and maintain partnership and multi-agency working with all external services, including but not limited to Police, Court Services and Judiciary. Working in line with partnership bodies, providing challenge and escalation where necessary will be essential to support with improving the timescales and outcomes for children subject to legal intervention and any court proceedings required.
6	To review and implement processes to develop Children's Services' awareness and knowledge of relevant legislation, statutory guidance and research to enable an improved culture of knowledge within the Local Authority to drive internal improvement from within the service. To monitor and review the range of models and techniques used across Children's Services to support continuous improvement and adherence to expected standards in case progression'
7	To be responsible for quality assuring the decision making, assessment work and case progression of cases, to minimise legislative claims to the Local Authority arising from poor Social Care practice within legal intervention and leading to the identification of spend reductions and the delivery of value for money with regards to legal spend.
8	To work alongside the children's commissioning service and influence commissioning and procurement decisions in order that services commissioned represent assessed needs as well as to engage in the joint delivery of evaluation of services with other agency partners, as directed by external partners such as the Local Safeguarding Children's Board and Corporate Parenting Board. The post holder will identify the needs of the services as required by the Court process.
9	To proactively contribute to the work of the Northamptonshire Safeguarding Children's Board by ensuring active participation in Task and Finish Groups, Panels and Safeguarding Board Sub Committees. Advising on on all aspects of case progression, including in particular development of the policy and practice in line with current statutory framework.
10.	To attend Court on behalf of the Local Authority at all levels and take the lead on resolution of case issues, including decision making to ensure the timely conclusion of cases, in the best interests of children and young people.
11.	To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post, including representing the service as appropriate on internal and external projects and leading on those initiatives where appropriate to the role.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Degree or Social Work Qualification as recognised by Social Work England	Social Work/Certified Qualification in Social Work (CQSW) / Certificate in Social Work or equivalent in qualification in Law	Essential
Social Work England	Social Work England registration in children's social care, including statutory childcare	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Childcare Legislation	Knowledge of childcare legislation including statutory childcare	Essential
Children's social Care	Knowledge of current research relating to children social care generally, and specifically to the relevant service area	Essential
Skills:	Details	Essential/Desirable
People Management	Ability to manage staff, student supervision, mentoring and coaching	Essential
People Management	Ability to manage the performance of individuals and the team	Essential
Problem Solving	Ability to analyse and address issues, including recognising the need to deliver different support to different parts of the service	Essential
Leadership	Developed inter-personal and leadership skills, including the ability to challenge, offer an alternative perspective, put across points of view and respect confidentiality.	Essential
Organisation	Ability to work under pressure and to deadlines, identifying priorities and organising workloads as appropriate	Essential
Communication	Ability to analyse and present information both orally and in writing	Essential

Judgement	Ability to champion issues at all Levels	Essential
Leadership	Well-developed personal skills and proven ability to lead and interact with people at all levels	Essential
Judgement and decision making	Ability to exercise judgement, work on own initiative and be a good team player	Essential
	Commitment to seeing cases through and deliver required outcomes within set timescales	Essential
Experience:	Details	Essential/Desirable
Court Experience	Proven Court work and Court representation experience in line with accountabilities referred to in Section 4 and 8 above	Essential
Children's social care	Post-qualifying experience in children's social care, including statutory childcare	Essential
	Experience of managing and monitoring performance	Essential
Communication	Proven experience of communicating at all levels	Essential
	Experience of engaging partner agencies to deliver improvements	Essential
People Management	Experience of managing staff	Essential
Disclosure Level		

What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>