

Job Description

Job Title Case	Case Progression Officer
Directorate	Children and Young People's Services
Service Area	Social Care
Grade Proposed	9
Competency	2
Salary	£49,764 – £54,916
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced DBS with Child Barred List (Child Workforce)
Job Evaluation Ref No	A8549

Job Purpose

To ensure that all cases subject to legal planning in the local authority are robustly tracked. This includes cases subject to Public Law Outline (PLO) and cases where care proceedings have been agreed at the legal gateway panel.

To drive good practice and ensure steps are taken to reduce delay in a child achieving permanence.

To identify and escalate cases where there is drift and ensure that team managers and service managers take remedial action.

Directly Responsible To:

Head of Service – Safeguarding

Main Areas of Responsibility:

- To develop and maintain good quality tracking tools for cases in either pre-proceedings or care proceedings, to promote a project management approach to PLO
- To attend Legal Gatekeeping and Pre-Proceedings Review Panels to ensure appropriate decisions are made regarding cases on the cusp of pre or care proceedings
- To prepare a timetable for tasks to be completed in cases where an Agency Decision is required that a child 'should be placed for adoption' and ensure that this timetable is adhered to by keeping all parties up to date on key dates/activities needed
- To hold monthly case tracking meetings engaging all respective team managers with case responsibility, service managers and ensure good overview, challenge and support is provided
- To prepare monthly performance data with a clear analysis and identification of risks that prevent good quality practice in PLO cases
- To ensure an overarching quality assurance function is in place for all pre proceedings and court work
- Take ownership of complex problems that potentially impact on service delivery or costs and have autonomy to develop solutions to these issues that become integrated into business-as-usual processes.

- To develop and ensure practice guidance is regularly updated to reflect any changes to legislation and/or court practice directions
- To lead continuous improvement in PLO practice and introduce/review quality standards using the regional PLO toolkit and in line with national guidance
- Lead on the development and design of elements of data systems as part of continuous service delivery improvements
- Provide input and guidance into the development of service policies that are followed by colleagues and teams across Children's Social Care
- Develop and implement quality standards for Section 7 and Section 37 court reports
- Identify training needs and work with the Practice Development Officers to develop and deliver a training programme in relation to PLO work
- Enable staff to meet the requirements of the PLO through mentoring and support
- Deliver an introduction to the PLO for social workers in their Assessed and Supported Year in Employment

Supervision and Management Responsibility:

- No supervisory or line manager responsibility, although the post holder will be expected to regularly train/mentor other on undertaking job tasks

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post will involve using a computer screen and sitting down for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills



required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Social Work degree or equivalent social work professional qualification (A)
- Registered with Social Work England (A)

Desirable

- Legal training

Experience

Essential

- Experience of working with cases subject to care proceedings or in pre proceedings (A)
- A working knowledge of the legal gateway and pre proceedings panels (I)
- Experience of tracking progress and proactively tackling delays (A/E)
- Track record of working with legal representatives and within court timescales (A)
- Being able to develop systems and processes to support the monitoring of information (A)

Desirable

- An understanding of the agency decision making process
- Auditing and quality assurance experience
- Experience of having delivered training and/or support to social workers
- Experience of writing practice guidance and training others

Skills/Abilities

Essential

- Ability to maintain and develop good data systems (A)
- Able to produce regular reports written to a high standard (A)
- Skills in working alongside others to offer training or advice (A)
- Being able to work well with others involved in case progression in both children's social care and the legal department (A)

Desirable

- Ability to complete case audits
- Ability to lead projects
- The ability to mentor and coach others in best practice around legal processes
- Experience of writing practice guidance and training others

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level