



Role Profile

Job Title: Care and Pre-Proceedings Officer	Role Profile Number: PCDH56
Grade: Q Salary:	Date Prepared: 14.04.2020
Directorate/Group: Children's Services	Reporting to: Safeguarding Service Manager
Structure Chart attached: Yes	

Job Purpose

- To work with the courts and a range of stakeholders in the Family Justice System to ensure the progression of Swindon Borough Council care proceedings and Pre-proceedings cases.
- To monitor implementation of the courts requirements in care proceedings cases
- To escalate to the courts if there is delay that would require the case to be relisted, in conjunction with legal services.
- To identify system and individual issues that lead to delays in care proceedings.
- To provide direct coaching /mentoring support to social workers in their preparation of submissions to the court and within pre-proceedings work.
- To work with agencies across the Family Justice System to monitor, measure and track costs incurred by all agencies, to gain a view of whole system costs.
- To track all cases within proceedings and pre-proceedings in one place and ensure that this

Key Accountabilities

- To ensure the progression of pre and care and proceedings cases originating in Swindon against the agreed timescale
- To ensure that pre proceedings when started are carried through and reviewed in a timely manner
- To work with the courts to understand what progression is required for each case and working with all parties involved in a case to chase up progress against directions. This will include working with solicitors, social workers and guardians to ensure they are progressing their input into cases
- To ensure all parties understand at the outset of each case, the role of the case manager and their duties to ensure directions are met and handled in a timely fashion, in accordance with the timescale for the child
- To provide direct guidance and coaching to social workers who are managing care proceedings cases. This will include help in preparing statements and parenting assessments and preparation for giving evidence in court

- To escalate to the court if there is a risk of the timescale not being met and where relisting of the hearing may be required
- Be accountable to the senior management team for reporting case progression against all cases in pre and care proceedings
- To identify and report to the senior management team where there are consistently similar reasons for delay across a number of cases
- Work with the courts, local authorities and the Service Managers to develop a framework for tracking costs and benefits across agencies, and capture data within the revised PLO guidance
- Work with agencies to collect data on key metrics regularly and to hold the central overview of financial data for cases
- To collate and analyse data concerning the root causes of delay for which the local authority has responsibility, and to contribute to a whole system analysis to improve continuously
- To chair meetings as appropriate including PLO/Legal planning meetings.
- Challenging service managers and holding them to account for timely case management

Supplementary Accountabilities

- Ability to prioritise and sequence multiple and potentially conflicting priorities and manage stakeholder expectations.
- Ability to manage and ensure consistency across financial/cost data that is provided by a range of agencies. Measurement and high –level analysis of the data to understand the costs across the system.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial post qualification experience in social care/safeguarding setting.
- Experience of chairing and presenting to Pre-Proceedings meetings.
- Substantial experience of undertaking care proceedings.
- Ability to analyse and draw out key themes and issues causing delay.
- Ability to work with a diverse range of stakeholders, to create good relationships, gain commitment, resolve issues and chase progress.
- Substantial experience of organising and chairing complex multi-agency meetings.

Qualifications

- Relevant Social Work Qualification
- Social Work England Registration
- Full UK Driving License

Decision Making

- Proven experience of managing both Social care Practitioners and working in a multi agency context to ensure that the protection and welfare of children is paramount.

- You will attend Legal panel and contribute to the decision making about case progression within the legal arena, or not.

Creativity and Innovation

- Proven ability to anticipate, interpret and manage change and achieve results through sound judgment in seeking creative solutions to complex situations.

<u>Job Scope</u>	Budget Holder	
Number and types of jobs managed	Responsibility	
<ul style="list-style-type: none"> • 25-40 Pre-Proceedings Cases • 75-100 Care Proceedings Cases 	PLO and Leal Tracking charts	
Typical tasks supervised/allocated to others	Asset Responsibility:	
<ul style="list-style-type: none"> • Preparation for and attendance at Pre-Proceedings meetings • Attendance at Legal Panel weekly • Completion and updating of Legal case trackers through attendance at the monthly Legal tracking meeting 	No	

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Elected Members of the council
- Senior managers across the council
- Staff at all levels
- SBC Legal Team
- Managers in partner organisations: NHS/PCTs, voluntary, independent and private sector providers, the Police, Probation Service and Youth Offending Service.
- Head teachers, chairs of governors and colleges
- Representatives of service users and their families
- Regional and national government representatives
- Inspectorates
- External consultants

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	