

Job Profile

Job Title: Service Manager- Legal Proceedings and Case progression

Job Grade: Level 5 Zone 2

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

This post is a specialist lead, responsible for the oversight of practice to promote the welfare of children within Camden by ensuring effective care planning and care proceedings cases progress within timely and appropriate timescales, in line with the needs of the child.

Main Purpose of the Job/Key Objectives

The purpose of the role includes.

Ensuring that children's social care practice within the legal framework is timely, proportionate, of high quality and promotes good outcomes for children and young people.

Working in partnership with the courts and a range of operational and strategic stakeholders within the Family Justice System to ensure the timely and effective progression of care proceedings within Camden's Children's Services.

Monitoring implementation of the court directed requirements in care proceedings cases, escalate any delays or issues to the relevant stakeholders, including directly to the courts.

Providing mentoring and case consultation to social workers and managers across Children's Social Care, in preparation for the initiation of legal proceedings and submissions to court, as well as offer robust quality assurance of court reports and statements.

Take a lead in supporting improvements to service delivery through identifying system and officer issues that lead to delays in care proceedings cases, with formulation of plans to support operational changes to improve standards and promote continuous learning and development.

Undertaking independent management reviews and audit of children's cases where there have been practice shortcomings, or routinely as part of the QA framework, and take a lead role in developing the auditing programme, quality assurance and performance management functions across the PLO and Curt work

Taking a lead role on specific aspects of the service responsibilities, such as developing and providing specialist expertise to social worker and managers, and lead/managing an area of strategic/policy development, and working within the wider Safeguarding Children Partnership, Establish and maintain a process and system for the effective tracking of all cases in legal proceedings across the service; enable real time reporting of status for each relevant case.

Providing a monthly report outlining timeliness and traction for individual cases within PLO and in court proceedings, noting themes and patterns and providing an action plan to address identified issues and needs.

Provision of a quarterly analytical report to aid understanding of emerging issues, sharing, and influencing good practice, feeding back any updates or changes to the social work teams, presenting the local authority position on any challenges or issues, championing improvements with a focus on better outcomes for children and young people.

To lead on a quarterly meeting between CSSW and legal and develop an ongoing action plan and monitor this

Representing the local authority at the Family Justice Board Meetings.

Chairing of Legal Planning Meetings and Care Planning Meetings, including offering practice challenge to ensure all avenues of support and intervention have been explored before the legal route is taken.

Ensure that the voice of children and young people is captured, heard, and considered in all cases in pre proceedings and care proceedings

About you –

Qualification Requirements:

- Fully qualified, accredited social work professional status (CQSW, DipSW, CSS)
- Current registration with the Social Work England
- Satisfactory enhanced DBS check

Technical Knowledge and experience

- Detailed knowledge of policies, statutory regulations and guidance relating to children's safeguarding and child protection
- Excellent knowledge of Quality Assurance and Performance Management frameworks
- Able to demonstrate a good level of knowledge specific to the area of practice in which this post is based.

- Extensive post qualification training and development of practice and management skills
- Extensive working knowledge and experience of the children's social care legal framework, and evidence of delivering best practice in this area
- Significant experience of Care planning, court proceedings and abilities for robust tracking and management of timely court proceedings
- A track record of innovative and different delivery mechanisms, whilst focused on safeguarding children.
- A comprehensive understanding of the complexities of risk as it applies to children and safeguarding.
- An ability to deliver and develop the service whilst maintaining the safeguarding of children at the heart of what is achieved.
- Knowledge on managing staff and their professional development
- Ability to take lead responsibility for specific service developments
- Ability to manage change and develop new services, where necessary, with partner agencies
- Ability to develop and maintain effective partnership arrangements both internal and external to the service
- Ability to make appropriate assessments, plan interventions, have knowledge of resources, make plans including review and evaluation
- Strong negotiation and influencing skills and ability to deal with conflict, hostility and vulnerability
- Confident in willing to challenge traditional assumptions and provide evidence to support change and drive forward improved ways of working
- Effective written/verbal communication/presentational skills
- IT literate
- Ability to analyse written and statistical data, prepare and present reports
- Able to work flexibly and creatively
- Personal drive and tenacity to motivate, empower and support individuals and teams to achieve
- Extensive case management experience of cases with complex, professional and ethical issues including child protection, court proceedings, case conferences, pathway planning, and other formal processes.
- Experience of working positively with staff from other agencies and an understanding of and an ability work with different cultures, expectations and priorities.
- Experience of managing teams in the delivery of a range of intervention and support services to vulnerable children and young people.
- Experience of the selection, recruitment, training and supervision of staff
- Experience of strategic and operational planning and leading implementation of programmes of change

Work Environment:

The role is primarily office based, but requires a level of flexibility, given the need for support and guidance to staff who may be attending court. The post holder will also need to attend meetings at the Family Justice Board, CAFASS, and as directed by their manager.

People Management Responsibilities:

There is no direct management of staff at this time.. The post holder is required to be skilled in collaborative working across the whole of CSSW, to ensure robust tracking of cases and provision of support to the workforce to ensure all PLO and care proceedings work is quality assured and is of a quality high standard.

The post holder will report to and be managed by the Head of Service – Quality Assurance Unit.

To participate as a member of the Children’s Safeguarding and Social Work management team and contribute to the service’s strategic planning and policy and practice development.

To deputise for the Head of Service Safeguarding and Quality Assurance as required.

To provide management cover for other service managers and other management roles in the service as needed

Relationships

Key to this role is the establishment of support and guidance across the CSSW workforce. Collaborative relationships with Camden legal colleagues, CAFCASS and members of the Family Justice board are important to ensure good delivery and development of service provision.

Over to you

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes adjusting or changes for disabled people, neurodiverse people, or people with long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.