

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

GRADE: PO8

SECTION: Safeguarding and Children and Care Leavers Service

POST DESIGNATION: Court Progression Manager

Purpose of Job:

To provide strategic leadership, challenge, and oversight across Children's Services in relation to the Public Law Outline (PLO) and legal proceedings, with the aim of improving performance, ensuring compliance, and achieving timely, legally sound, and child-focused outcomes.

i) To lead the development, implementation, and continuous improvement of PLO-related practice across the service, supporting compliance with statutory expectations and national best practice, and embedding a culture of evidence-informed decision-making and timely permanency planning.

ii) To maintain a strategic overview of all pre-proceedings and care proceedings cases across Children's Services, identifying service-wide themes, risks, and barriers to timeliness. Provide expert challenge and solution-focused support to address delay and ensure effective progression in line with legal thresholds, children's best interests and ensuring good outcomes for children and their families within the Borough.

This post does not include formal line management responsibilities, it exercises significant leadership and influence across 23 Social Work Teams (including 23 Team Leaders, 23 Practice Leaders and 116 Social Workers). supporting improved court-related performance and legal literacy across the workforce.

Main Duties:

1. To maintain an overview of all cases in pre (PLO) and care proceedings so that they are delivered to required professional standards within timescales, identifying and addressing any individual and/or systemic issues that cause delay to ensure good outcomes for children and their families within the Borough.
2. To provide expert social work advice and guidance regarding the progress and management of pre (PLO) and care proceedings cases; and attending Legal Planning meetings as required.
3. To work with the legal team and provide a single point of contact with the Courts and CAFCASS.

4. To quality assure statements and court care plans; and give support and advice to social work staff as required.
5. To provide coaching and mentoring, reflective spaces, and opportunities for discussion with individual social workers, team leaders, and teams, regarding all aspects of reporting to Court including expectations of what constitutes expert social work evidence.
6. The post holder exercises significant leadership and influence across 23 Social Work Teams (including 23 Team Leaders, 23 Practice Leaders, and 116 Social Workers), supporting improved court-related performance and legal literacy across the workforce. Although this role does not include formal line management responsibilities, the post holder is expected to undertake joint supervision of staff with Team Leaders on cases in care proceedings, as required
7. To lead the strategic development and delivery of a targeted learning and development programme for social workers, managers, and legal professionals, ensuring consistent understanding of court processes, legal thresholds, and best practice in evidence preparation and presentation. Coordinate training to support workforce capability and drive improved outcomes in legal proceeding.
8. To provide strategic oversight and leadership across the permanency planning framework, ensuring that adoption, kinship care, special guardianship, and care proceedings are progressed in a timely, legally robust, and child-centred manner. Work collaboratively with operational leaders to resolve systemic barriers and ensure alignment with statutory requirements and best practice.
9. To chair regular tracking meetings for pre-proceedings, public and private law matters.
10. To co-ordinate audits and data analysis in relation to legal proceedings to ensure quality outcomes for children and families and provide a consistent overview with the relevant Strategic Leads of the objectives and standards set.
11. To ensure that examples of good practice and development opportunities are shared throughout the workforce and contribute to the development of staff and systems to meet objectives.
12. To represent the service at multi agency meetings.
13. To keep up to date with changes in legislation, practice and policy and integrate necessary amendments in the provision of services and management of the team.
14. To provide a monthly report outlining timeliness and traction for individual cases within pre-proceedings and in court proceedings, noting themes and patterns and providing an action plan to address identified issues and needs.
15. To provide quarterly analytical reports to track and analyse the progression of pre-proceedings and Court work, analysing the impact on children and their outcomes

according to their characteristics, highlighting themes and patterns, and providing an action plan to address identified issues and needs, championing improvements with a focus on better outcomes for children and young people.

16. To lead on a quarterly meeting between RBG and legal services and develop an ongoing action plan and monitor progress with Strategic Leads and legal colleagues.
17. To represent RBG at the Family Justice Board Meetings and Court user groups.
18. To take responsibility for own performance and development to establish goals, commitments and strategies for improved productivity and accomplishment.
19. To lead strategic analysis and continuous improvement of legal and court-related procedures, identifying systemic barriers to effective practice and co-designing innovative, sustainable solutions in collaboration with senior leadership, legal services, and external partners. solutions
20. To shape and influence policy and practice by synthesising internal performance data, audit findings, and national statutory changes, proactively advising the Directorate and senior stakeholders on their strategic implications for family court proceedings.
21. To develop and deliver high-level reports and strategic briefings to Directorate members, senior managers, and partnership boards, using data-driven insights to inform decision-making on court progression and legal casework.
22. To act as the as the council's principal strategic advisor on children's legal proceedings, ensuring senior leaders are fully briefed on emerging risks, legal developments, performance trends, and recommended interventions.
23. To present the service at governance, scrutiny, and oversight bodies, presenting complex legal and case progression issues in a clear, accessible manner and contributing to cross-cutting strategic planning across the council.
24. Strengthen organisational accountability by embedding robust mechanisms for transparency, compliance, and responsiveness in all matters relating to children's court proceedings. matters.
25. Provide strategic operational leadership to social work teams and legal representatives, ensuring court readiness and performance are proactively managed and aligned to service priorities and legal standards.
26. To champion a culture of excellence, learning, and innovation, embedding reflective practice and continuous improvement across all legal and court-related workstreams, and supporting capacity-building across the workforce.

Generic Duties:

- 1) To undertake any other work appropriate to the level and general nature of the post's duties.
- 2) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 3) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 4) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 5) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 6) To be responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.).
- 7) This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.
- 8) To undertake supervision/management of staff as and when required.
- 9) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: PO9