



Post Title: Legal Case Manager
Grade: J

Job Purpose

To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

To provide city wide oversight, coordination and assurance of pre-proceedings and care proceedings to ensure timely, high-quality and legally robust outcomes for children and families.

The role works in partnership with social care teams, Nottingham City Legal Services, the Judiciary and Family Justice System partners to track case progression, analyse performance and thematic data, and support compliance with the Public Law Outline (PLO). This information informs performance management, governance, inspection readiness and improvement activity, including reporting for Ofsted and senior leadership.

The postholder identifies risks, delays or potential reputational issues, escalating concerns appropriately, and supports best practice through direct guidance, training and advice to social workers and managers. This is a unique, city-wide specialist role, requiring significant post-qualifying experience and operating with a high level of professional autonomy.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.



2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
4. To identify, understand and report on any themes and patterns. Provide performance analysis on data that emerges from pre-proceedings and proceedings, to share with Heads of Services, OMG, partner agencies (as appropriate), the wider workforce, the Judiciary and LFJB (Family Justice Board) to improve delivery of services and inform learning and training. In order to do this the post holder will utilise the PLO Tracker and will also have oversight of:
 - Legal Planning Memos for the city
 - Pre-Proceedings Memos for the city
 - Court memos for each matter across the cityThe Legal Case Manager must have the skills to assess and analyse large quantities of information in which to inform individual or corporate practice needs.
5. To provide (or support) the writing and updating of current policies, procedures, and internal documents and develop best practice, resources and manage these effectively. To ensure that local practice and templates are in line with legal requirements, expectations of the Judiciary and reflect 'best practice' across the board. Any changes and adaptations to practice must be legal and reflect any changes in Case Law and best practice expectations.
6. A good understanding of working in a complex organisation such as a Local Authority, Trust or other delivery model for Children's Services. Act in ways that protect the reputation of Nottingham City Council and ensuring that the Human Rights of parents and children are fully considered and upheld in any legal interference in their lives.
7. To ensure practices and procedures in relation to safeguarding children are followed in all cases in accordance with LSCP standards. The post holder will ensure they comply with the policies and procedures relevant to the job.
8. Recognise and commend hard work and excellent practice and build social workers' confidence in their practice. Challenge complacency with a commitment to continued improvement and confidently hold poor practice to account. The Case Manager will provide support to staff who are involved in complex care proceedings and provide advice and guidance in respect of thresholds and care planning often when dealing with significant and lifechanging decisions for children in both Public and Private Law matters.
9. Develop and deliver internal training to staff, evaluate the training and implementation. Quality intervention and excellent standards must be developed through quality assurance audits of all work implemented etc. This requires creativity and innovation to ensure that the legal aspects of learning are understandable and interesting. There is a need for a high level of creativity and innovation in disseminating best practice and keeping the focus on key issues; not only internally but also to partner agencies and this involves chairing the LFJB training subgroup / or being part of this group, with responsibility for organising and delivering a yearly Conference.



10. Write and deliver specific development sessions to both internal and external stakeholders. for all aspects of the PLO procedure and Family Justice System, be innovative in how this can be applied to all service areas and support implementation.
11. To provide support to both Social Workers and Practice Supervisors who are managing care proceedings cases, when considered appropriate and necessary. This will include help in preparing statements and preparation for giving evidence in court. Facilitate constant reflective thinking about the welfare of families, the safety of children and the wellbeing of staff. Share practice, legal literacy, knowledge, and expertise underpinned by theory and the best evidence.
12. To use the quality audit framework to ensure that practice standards are met in relation to the quality of the work completed and the individual capabilities highlighted by the SWE. To review the quality of court reports presented to the court and identify good practice examples for shared learning.
13. To contribute to developing and overseeing a planned annual schedule of audits to ensure audits are completed, findings analysed and collated into monthly and quarterly reports. Execute individual audit assignments providing independent assurance on the effectiveness of governance, risk and internal control systems. Employing appropriate audit techniques and performing work to appropriate practice standards in line with Ofsted frameworks. Prepare audit reports in accordance with practice standards and determined style, highlighting the significance and impact of findings in terms of risk and making appropriate recommendations to rectify the issues identified.
14. To undertake investigative work into isolated cases to determine the effectiveness of decision making in achieving better outcomes for children and families. To escalate areas of concern where identified to the relevant Service Manager.
15. To undertake short notice responses, as well as planned audits, to service or case investigation, and to make recommendations for improvement, including identifying instances of non-compliance with local or national guidance.
16. Plan, control and deliver the allocated work plans within agreed time parameters - meeting performance targets. To allocate work if this is required in relation to a specific project/ innovation. To report to Senior leaders thematic evidence arising from tracking of cases. The Case Manager will influence and make decisions which will reduce reputational risk and also highlight the cost implications of proceedings across the city.
17. Develop and maintain strong and positive working relationships across service areas and with partners. As required, be part of any directorate working group, task and finish group, or external groups that are established to develop, review, and monitor local or national projects to support change or improve practice. This is to include being part of working groups internally and working within groups with external agencies. The post holder will be an active participant in meetings with Legal Services, Cafcass and the Judiciary. They will be an active member of the main family justice board, and each subgroup. They will chair (or be a member of) the LFJB training subgroup.
18. Excellent interpersonal skills and the ability to use tact and diplomacy colleagues. Strong interviewing, listening, influencing and negotiation skills.

***This template is to be used for grades NCC-I up to NCC-K inclusively**



**Nottingham
City Council**

19. To undertake assessment work when this is needed to embed learning and practice and provide practice experience to the workforce. This maintains a grounding in practice as well as having more strategic oversight.
20. The Legal Case Manager has decision making responsibility within the quality assurance oversight they have of evidence being presented to the court. They have the discretion to escalate a concern about the quality of evidence to Legal Services Nottingham City, Practice Supervisors, Team Managers and Heads of Service. Through quarterly updates to OMG the Legal Case Manager has the discretion to highlight areas of concern to senior management and propose solutions to these issues /difficulties.

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Paula Bexon-Director of Childrens Integrated Services

Date: April 2026



Person Specification:

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of; - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of; - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills	✓	✓	
Change and Innovation	Able to lead service through change, with experience of - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement	✓	✓	
Collaboration	A collaborative leader, with evidence of - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation	✓	✓	



Equality, Diversity and Inclusion	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of: - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. - Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Technical Skills and Knowledge	Registered with the SWE or similar and ensure that registration	✓	✓	
	5 years post qualifying experience including extensive experience of the court arena.	✓	✓	
	Knowledge of theory and practice of care assessment, planning; detailed knowledge of legislation through professional qualification	✓	✓	
	Post qualifying training desirable including demonstrable ability of supporting/ coaching/mentoring/managing others.	✓	✓	✓
	The postholder will be required to travel around the City in order to visit sites, attend meetings and keep appointments.	✓	✓	
	Advanced skills in spreadsheet, database software and Microsoft package	✓	✓	
	An exceptional ability to analyse monitoring and evaluation information	✓	✓	
	Excellent written communication skills with the ability to write succinct and accurate reports which summarise audit findings and identify recommendations	✓	✓	
	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.	✓	✓	
	Excellent communication skills with a fluent ability to present findings and summaries of reports to Children's Services Managers A/I Y Excellent interpersonal skills and the ability to use tact and diplomacy colleagues. Strong interviewing, listening, influencing and negotiation skills	✓	✓	
	Proven experience in managing complex and cross-cutting projects and programmes preferably within a children's services arena;	✓	✓	



	Demonstrably high level of organisational skills and the ability to prioritise high demand.	✓	✓	
	An ability to both write, deliver and evaluate training programmes for internal and external staff	✓	✓	
	An ability to be creative, resourceful and innovative, being able to suggest and implement new ways of working, being able to test and evaluate these and then proceed to full implementation	✓	✓	
	The post holder will be able to deal with competing demands ensuring appropriate prioritisation	✓	✓	
	An awareness of legislative frameworks and how these impact on service delivery.	✓	✓	
	Ability to support large groups of staff from all services within the 0-19 children services programme to implement new ways of working which are innovative and visionary	✓	✓	
	Emotionally resilient	✓	✓	
	Conscientious	✓	✓	
	Evidence of the individual seeking out continual development opportunities, to include leadership, supervision, mentoring, coaching or similar	✓	✓	
	Completed post qualifying training for example Practice Educator 1, Practice Educator 2,	✓	✓	✓
	Ability and willingness to travel both inside and outside the council area as required	✓	✓	
	Ability to work outside normal office hours	✓	✓	
	Must be willing to undertake a DBS check at the appropriate level.	✓	✓	✓
	Full UK driving licence and access car insured for business use	✓	✓	✓
	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓	✓	
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.	✓	✓	
	A commitment to supervision and professional development.	✓	✓	

***This template is to be used for grades NCC-I up to NCC-K inclusively**



**Nottingham
City Council**

	Willing to comply with the City Council's non-smoking policy.	✓	✓	
	Undertake other duties within the general scope of the post.	✓	✓	
Qualification requirement	Recognised qualification in Social Work (Degree, PGDip or MA/MSc) with relevant extensive (at least 5 years) Children's Services experience.	✓	✓	✓
A - Application	AC – Assessment Centre	D - Documentary Evidence		