



Post Title: Children's Continuing Care Officer

Grade: G

Job Purpose

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

To provide a specialist Children's Continuing Care function within the Children and Education Brokerage and Placements Team. The post holder will support the identification, triage, referral, assessment, panel presentation, funding agreement, tracking and review of children and young people who may be eligible for Children's Continuing Care, working with social care, health, education, providers, finance, commissioning and the Integrated Care Board.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

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. 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.
3. Lead the completion and progression of Children's Continuing Care referrals, ensuring they are accurate, evidence-based, timely and submitted to the correct Integrated Care Board.
4. Gather, analyse, collate and quality assure information from social care, health, education, families, providers and other professionals, including assessment



information, care package details, placement costs and Continuing Care domains, to support assessments, panel decisions and robust funding recommendations.

5. Represent the Council at Children's Continuing Care panels, presenting cases jointly with social care and clearly setting out the Council's evidence, position and proposed funding responsibilities.
6. Record, track and report referral activity, panel outcomes, funding decisions, review dates, risks, disputes, delays and financial impact, escalating issues appropriately to senior managers.
7. Act as the Council's specialist operational lead for Children's Continuing Care activity, supporting identification, triage, referral, assessment, panel, funding and review processes.

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

No direct line management responsibilities. The post holder may provide advice, guidance and support to brokerage, contracting, commissioning and social care colleagues in relation to Children's Continuing Care processes, evidence requirements, panel preparation and funding arrangements.

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 Head of Commissioning

Date July 2026



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AREA OF RESPONSIBILITY	REQUIREMENT	A	AC	D
Individual Leadership	Takes personal accountability for own development and demonstrates commitment to continuous improvement.	✓	✓	
Individual Leadership	Ability to work with autonomy, manage competing priorities and progress complex referrals within agreed timescales.	✓	✓	
Change and Innovation	Ability to identify problems, develop solutions and contribute to improvements in multi-agency pathways, guidance, templates and tracking arrangements.	✓	✓	
Collaboration	Evidence of working successfully with social care, health, education, finance, commissioning, providers, families and other stakeholders to achieve agreed outcomes.	✓	✓	
Equality, Diversity and Inclusion	Understands the importance of equality, diversity and inclusion and demonstrates commitment to improving outcomes for Nottingham's children, young people and families.	✓	✓	
Technical Skills and Knowledge	Working knowledge or relevant experience of children's services, health, social care, continuing care, complex needs, children with disabilities, children in care, joint funding or joint commissioning.	✓	✓	
Technical Skills and Knowledge	Knowledge of, or ability to quickly develop and apply, the Children and Young People's Continuing Care National Framework, including referral criteria, assessment domains, evidence requirements, panel processes, funding decisions and review arrangements.	✓	✓	
Technical Skills and Knowledge	Ability to analyse complex information from records, professionals and systems to support evidence-based recommendations, proportionate funding decisions and clear risk escalation.	✓	✓	
Technical Skills and Knowledge	Understanding of confidentiality, consent, information governance, data protection and safe information sharing when handling sensitive case information.	✓	✓	
Communication and Partnership Working	Strong written and verbal communication skills, including the ability to prepare clear referrals, panel summaries, decision records, meeting notes and management updates, and to present complex case information clearly and confidently in panel, review	✓	✓	

*This template is to be used for grades NCC-A1 up to NCC-H2 inclusively



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	and multi-agency settings, negotiating, influencing and challenging professionally where required.			
Skills and Abilities	Ability to maintain accurate case records, trackers and management information, and to identify and escalate risk, delay, dispute, unmet need or financial pressure.	✓	✓	
Skills and Abilities	Ability to use Microsoft Office, case management systems, finance systems and trackers accurately to support case progression, reporting and oversight.	✓	✓	
Qualification Requirement	No specific qualification requirement. Relevant experience in children's services, health, social care, commissioning, brokerage, finance, business support, case coordination or joint funding is desirable.	✓		✓
A - Application	AC – Assessment Centre / Interview	D – Documentary Evidence		