



## JOB DESCRIPTION

1. **JOB TITLE** **REPORTER**

2. **JOB PURPOSE**

Deliver an effective and efficient service to children and families in line with corporate strategies and policies and relevant legislation.

3. **ORGANISATIONAL POSITION**

**Immediate Line Manager:** Authority Reporter

**Peers:** HQ professional staff  
Reporters  
Authority Support Manager

**Management Responsibilities:** None

4. **DIMENSIONS**

Authority team staff, ranging from 4 to 25 people.

5. **PRINCIPAL ACCOUNTABILITIES**

- Ensure the delivery of an effective and high quality service for children and families by the prompt investigation and assessment of referrals in line with practice guidance.
- Ensure decisions are made in the best interests of the child in accordance with SCRA policy and guidance.
- Prepare grounds of referral for any child who may require compulsory measures of supervision.
- Ensure referrals are processed and decisions communicated appropriately to children and families and other relevant parties in accordance with SCRA's procedures.
- Work closely with support staff to ensure the effective administration of the hearings process.
- Prepare and conduct relevant proceedings in court.
- Engage effectively with key local partners to influence and ensure co-ordinated action and service provision for children and families.
- Participate constructively as a team member to ensure consistency of practice and the development of effective systems, policies and procedures.



## **6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS**

- Degree in social work, law, education or other relevant discipline
- Evidence of continuing professional development
- Experience of working in a related field
- Understanding and knowledge of the operating environment of the Children's Hearing System and the issues affecting it
- Computer literate
- Excellent communication skills, oral and written
- Influencing skills
- Assessment and investigative skills
- Decision-making skills
- Team-working skills
- Excellent interpersonal skills
- Time management skills
- Flexible and adaptable approach

## **7. COMMUNICATIONS**

**Internal:** Regional and Authority Teams and HQ staff.

**External:** Children and families, panel members, sheriffs, professionals in other agencies

## **8. PRINCIPAL CHALLENGE**

To achieve the right outcomes for vulnerable children.