



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: Locality Reporter Manager

Peers: HO professional staff
Reporters
Locality Support Manager

Management Responsibilities: None

4. **DIMENSIONS**

Locality 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: Locality Teams and HO staff.

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

8. PRINCIPAL CHALLENGE

To achieve the right outcomes for vulnerable children.