



JOB DESCRIPTION

1. JOB TITLE: ASSISTANT REPORTER

2. JOB PURPOSE

To provide professional support to the Team. To provide an excellent case service for children as directed by the Locality Reporter Manager.

3. ORGANISATIONAL POSITION

- **Immediate Line Manager:** Locality Reporter Manager
- **Peers:** Other Assistant Reporters
Victim Information Co-ordinator
- **Management Responsibilities:** None

4. DIMENSIONS

Will act as a team resource by providing professional support.
Will liaise with witnesses, police, court officials, social work, and other agencies.

5. PRINCIPAL ACCOUNTABILITIES

- Assist in the provision of a high quality service to children and families by engaging effectively and with sensitivity, to ensure that they are fully informed and supported throughout the hearings system process.
- Organise and schedule hearings as delegated by the Locality Reporter Manager.
- Attend delegated hearings, exercising personal judgement to ensure hearings may proceed appropriately and reach constructive decisions in the interests of the child.
- Liaise with Local Authorities/SLAB regarding the appointment of legal representatives and safeguarders for hearings.
- Assist the team to track, follow-up and obtain late reports for hearings, liaising with report writers where necessary.
- Provide assistance with precognitions as delegated by the Authority Reporter.
- Assist Reporters with witness support.

- Provide an accurate scribing service for the Reporter in support of court proceedings, as required.

6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS

- Educated to HNC level and/or able to demonstrate significant work experience within SCRA and/or knowledge of the operation of the children's hearing system.
- Ability to demonstrate values and personal skills, including: integrity; respect for others; a desire to provide the best service to children and families and a commitment to meeting the best interests of children.
- Excellent communication skills and the confidence to deal with sensitive situations and a wide range of people
- Commitment to partnership working internally and externally
- Ability to relationship-build and to work well in team situations
- Ability to deal with pressure and retain objectivity
- Prepared to exercise own initiative and to strive to ensure that actions taken support the best interests of children.

7. COMMUNICATIONS

Internal: Reporters and Support staff, Locality Reporter Managers, HO colleagues

External: Witnesses, other agencies, children, social work, court officials, parents, panel members.

8. PRINCIPAL CHALLENGE

To provide a professional service that will assist the Reporter in managing caseload work.

To quickly acquire the necessary skills and knowledge to make a significant contribution.

To develop both sensitivity and objectivity in dealing with all those involved in the hearing process.