



Post Title: Senior Personal Advisor
Grade: H

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.

The purpose of this role is to provide high-quality, person-centred support to young people leaving care, enabling them to successfully transition into independent adulthood, while also offering leadership, guidance, and oversight within the Leaving Care service.

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. Manage a complex caseload of Children in Care and Care Leavers, providing high-quality, person-centred support and interventions.
4. Lead the development and quality assurance of Pathway Plans, ensuring they are outcome-focused, regularly reviewed, and reflective of individual needs and aspirations.
5. Provide mentoring and professional guidance to Personal Advisors, supporting good practice and continuous professional development.



6. Monitor and review casework performance, ensuring compliance with statutory responsibilities, policies, and service standards.
7. Act as a lead professional in complex or high-risk cases, offering expert advice and ensuring safeguarding concerns are appropriately managed and escalated.
8. Develop and maintain effective multi-agency partnerships, working collaboratively with services such as housing, education, health, and social care.
9. Contribute to service development and improvement, including participation in audits, performance reporting, and implementing best practice initiatives.
10. Advocate on behalf of young people, ensuring they can access appropriate services and support.

**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 Children's Integrated Care

Date: May 2026



Job title:

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Strong understanding of relevant legislation, including the Children (Leaving Care) Act 2000, Children and Social Work Act 2017, and associated statutory guidance for care leavers.	✓	✓	
	Ability to develop, implement, and quality assure Pathway Plans, ensuring they are outcome-focused, compliant, and tailored to individual ne	✓	✓	
	In depth knowledge of safeguarding procedures, risk assessment frameworks, and effective management of complex and high-risk cases	✓	✓	
	Proficiency in using electronic case management systems to maintain accurate, timely, and high-quality records in line with organisational and legal requirements.	✓	✓	
	Strong understanding of partnership working processes, information sharing protocols, and professional standards within children's services and leaving care teams.	✓	✓	
	Full UK driving licence and access car insured for business use	✓		



	Demonstrates strong leadership in safeguarding practice by ensuring that all team members understand and comply with safeguarding principles and procedures relating to children and vulnerable adults. Able to identify and escalate potential signs of abuse or neglect and ensures appropriate action is taken in line with the Nottingham City Council Safeguarding Policy. Embeds a proactive safeguarding culture within the team by promoting professional curiosity, providing guidance, and ensuring that the welfare and protection of children and vulnerable adults are prioritised in all service delivery.	✓	✓	
	Undertake other duties within the general scope of the post.	✓		
	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	✓		
	Willing to work flexibly and outside normal office hours.	✓		
	Must be willing to undertake a DBS check at the appropriate level.	✓		
Qualification requirement	A recognised professional qualification in a relevant field Or Demonstrable experience of working with vulnerable individuals, managing complex caseloads, collaborating with multi-agency partners, and mentoring or supporting less experienced staff to deliver high-quality, outcome-focused services	✓		✓
A - Application	AC – Assessment Centre	D – Documentary		