



Job description			
Job title	Public Law Outline co-ordinator (Childrens social care)		
Grade	K (SCP 29 to SCP 31)		
Directorate	Resources and Partnerships		
Service/team	Legal services – child protection team		
Accountable to	Senior Legal Assistant (Adults and Children’s social Care)		
Responsible for	Not applicable		
JE Reference	A4098	Date Reviewed	02.07.26

Purpose of the Job

We are seeking a diligent and detail-oriented **Children’s Social Care Public Law outline coordinator** to join our People’s Team. In this role you will provide comprehensive legal and administrative support to our Children’s Social Care Legal Team, ensuring that we deliver high-quality legal advice and services.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To prepare PLO case tracking on monthly basis
- To liaise with allocated social worker and Team Manager on weekly basis regarding case subject to PLO
- To provide support to the Legal Planning Meeting process; to include;
- Collate and distribute documents required
- Complete minutes
- Support chair person to ensure timely decision making and recording
- To carry out specific corporate roles and assignments
- To prepare monthly performance data information



- To model culture change and promote communication that is clear, effective and transparent at all levels, both inside and outside of the Council.
- Support and or lead the delivery and provide a significant contribution towards the achievement of the vision, priorities and core values of the Council.
- Attend Team Meetings as required

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.