



Job Profile

JOB TITLE: Age Assessment Co-Ordinator

GRADE: SO2

POST NO: 31146

JOB TIER: 5

DBS CHECK: Enhanced

DIRECTORATE: Children's Services

SERVICE: *Care, Support & Transitions*

REPORTING STRUCTURE

Reports to: Service Manager – Cared for Children

Direct Reports: None

Indirect Reports: None

ROLE PURPOSE:

Contribute to the effective delivery of Children's Services by ensuring that all age assessments are undertaken in a timely, lawful and trauma-informed way, supporting children and young people who may be unaccompanied, age-disputed or at risk of inappropriate placement.

The postholder provides coordination and oversight of the end-to-end age assessment process, ensuring compliance with statutory guidance, case law and local procedures. The role emphasises legal defensibility, quality assurance and readiness for judicial scrutiny whilst supporting effective Unaccompanied Children Seeking Asylum (UCSA) pathway management and appropriate placement

decisions. The role strengthens consistency, timeliness and quality across the service and ensures children and young people experience a clear, transparent and child-centred process aligned with Care Strategy and Family First principles.

Job Description

1. Resident & Community Contribution

- Ensure children and young people receive timely and lawful age assessments.
- Support appropriate pathway allocation, accommodation and care planning decisions.
- Promote child-centred, trauma-informed and strengths-based practice throughout the assessment process.
- Contribute to improved outcomes for unaccompanied asylum-seeking children and age-disputed young people.
- Ensure transparent and fair decision-making processes for children and young people accessing services.
- To demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council vision of putting residents first.

2. Working with Others

- To work collaboratively with colleagues and stakeholders across the Council.
- To support/mentor new employees/ team members where requested by management.
- To ensure proactive and positive engagement in team meetings and events, maintaining good communication to all team members and maintaining engagement with the Council's vision, priorities and activities.
- To be responsible for maintaining a safe and healthy working environment in line with Health & Safety at Work Act (1974).
- Work collaboratively with Social Workers, Team Managers, Legal Services, Home Office representatives, Health, Education, Police and partner agencies.
- Work closely with Practice Leads, Quality Assurance and Performance & Insight teams.

- Support practitioners and managers by providing guidance on age assessment processes and legal requirements.
- Support training, briefings and reflective practice sessions to develop workforce confidence and legal understanding.
- Maintain positive engagement with colleagues and stakeholders to support effective service delivery.

3. Operational Service Delivery

- Coordinate all age assessment referrals, ensuring timely allocation, planning and completion in line with statutory and court timescales.
- Maintain a live overview of age-disputed young people, identifying delays, risks and required actions.
- Ensure all practical arrangements are made including interpreters, venues, appointments, rotas and appropriate adults.
- Support effective progression and minimise delay.
- Provide guidance to practitioners regarding age assessment processes, including Merton-compliant assessments and evolving case law.
- Coordinate planning meetings, assessment activity and review arrangements.
- Assist in preparing reports, chronologies, evidence bundles and documentation.
- Coordinate information sharing with the Home Office and partner agencies.
- Organise multi-agency meetings relating to age disputes and safeguarding concerns.
- Ensure information sharing complies with statutory guidance and data protection requirements.

4. Service Support & Development

- Contribute to the annual Team Plan, aligned to the Children's Services that sets out clear objectives and priorities for the team.
- Take part in training, development and service planning activities.

- Contribute to the development of policies, templates and guidance relating to age assessments.
- Support service planning activities and implementation of best practice.
- Support training and development opportunities across the service.
- Contribute to wider transformation activity linked to UCSA pathways, placement sufficiency and demand management.
- Identify opportunities to improve efficiency, consistency and the experience of children and young people.

5. Financial & Resource Management

- This role is not a budget holding role.
- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- Help deliver against allocated budgets and MTFS saving targets.
- Recognise the potential for transferring costs and liabilities onto other services and respond by adapting and tailoring support to contain pressures.
- Be financially conscious and ensure that spending and resources are managed efficiently. This includes managing time, avoiding unnecessary waste, to reduce financial impact.
- Support effective pathway allocation and reduce the risk of high-cost or unsuitable placements.
- Promote the effective use of resources by supporting timely decision-making and coordinated planning that helps children and young people access the right support at the right time.
- Identify opportunities to reduce duplication and improve operational efficiency.
- Be financially conscious and ensure resources are managed efficiently and responsibly.

6. Service Improvement

- Actively participate in the implementation of improvement initiatives and change programmes using the Council's project management, service improvement methodologies and operating model.
- Adopt continuous improvement whilst undertaking role functions.
- Contribute to the Council's transformation agenda, leading by example and inspiring others to embrace change.
- Contribute to the development of policy within the area.
- Analyse trends in age assessment activity, delays, disputes and outcomes to identify improvements.
- Work with Quality Assurance and Performance teams to support audit activity, learning cycles and inspection readiness.
- Monitor compliance with statutory guidance and case law expectations.
- Track performance indicators including timeliness, outcomes and legal challenge data.
- Support continuous improvement and organisational transformation activity.
- Contribute to policy and procedure development relating to age assessment practice.

7. Contacts

- Primary contact will be with other officers within the Council including, Team Managers, Social Workers, Practice Leads, Quality Assurance Teams, Performance & Insight Teams, Legal Services
- External Contacts will include, Home Office, Health Services, Education Providers, Police, Appropriate Adults, Interpreters, Partner Agencies, Legal Representatives, Accommodation Providers

8. Additional Responsibilities

- Maintain up-to-date knowledge of age assessment law, statutory guidance and relevant case law developments.
- Attend legal meetings where required.
- Support emergency and priority situations as directed by management.

- Undertake any other duties commensurate with the level of the post.
- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- This profile/JD is not intended to be exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations will form part of this role.
- You may be required to work flexibly to meet the needs of the service.

9. Key Performance Indicators

- Timely completion of age assessments.
- Compliance with statutory guidance and case law.
- Reduction in delays within age assessment processes.
- Quality and defensibility of age assessment records.
- Successful audit outcomes.
- Accuracy of performance and assessment data.
- Positive inspection and quality assurance outcomes.
- Effective pathway allocation and placement decisions.

Person Specification

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against

1. QUALIFICATIONS (list)	ESSENTIAL ☐	DESIRABLE ☐
Educated to A-Level standard or equivalent experience in a relevant field. administration or related discipline.	☐	☐
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ☐	DESIRABLE ☐
Enhanced DBS clearance. Ability to maintain confidentiality comply with data protection legislation. Commitment to maintaining up-to-date knowledge of age assessment legislation and guidance.	☐ ☐ ☐	
3. EXPERIENCE (describe)	ESSENTIAL ☐	DESIRABLE ☐
Experience within Children's Services or a related safeguarding environment. Experience coordinating complex assessment processes and multi-agency activity, ensuring children and young people experience timely, well-planned and supportive interventions. Experience working with multiple agencies and stakeholders. Experience working with unaccompanied children and age-disputed young people. Experience supporting legal proceedings.	☐ ☐ ☐	☐ ☐

Experience in audit, quality assurance or performance management.		□
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL □	DESIRABLE □
Strong knowledge of age assessment practice, case law and statutory guidance.	□	
Understanding of legal defensibility and judicial scrutiny.	□	
Excellent organisational skills.	□	
Ability to manage complex and high-risk workflows.	□	
Strong communication and relationship management skills.	□	
High level of accuracy and attention to detail.	□	
Ability to analyse complex information and produce clear documentation.	□	
Commitment to trauma-informed, strengths-based and child-centred practice.	□	
Knowledge of Home Office processes and immigration context.		□
Knowledge of performance monitoring and quality assurance frameworks.		□

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.