



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

JOB TITLE:	Youth Justice Officer		
GRADE: JOB CODE:	Grade 8 SS00180 JE checked 23/04/2021	SERVICE AREA:	Children's Services Youth Justice Service
REPORTS TO:	YJS Team Manager	LOCATION:	Walsall Council House
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Enhanced DBS disclosure is required for this post Ability/willingness to travel from location to location Expectation to work evenings and weekends on a rota basis This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

- To work as part of a multi-agency team to provide an integrated approach to delivering services to achieve the principle aim of the Youth Justice Service – to prevent and reduce offending by children and young people.
- To deliver robust services to children and young people who offend, including carrying out effective assessment, planning and delivery of youth justice services to young people, parents / carers and victims of crime, in line with the legislative requirements of the Crime and Disorder Act 1998, the Criminal Justice and Immigration Act 2009 and other legislation as applicable.
- To carry out a range of tasks as identified and allocated by the Senior Practitioner, Team Manager, Operational Lead or Strategic Lead for Youth Justice services in line with policies, procedures and protocols.

2. Role specific duties and accountabilities:

- To manage assigned tasks in accordance with policies, procedures, protocols, effective practice guidelines, case management guidelines, national standards and relevant legislation.
- To make a speedy and appropriate response to all work allocated in accordance with (1) above.
- Specifically to undertake the duties identified within the 'case management' guidance as those which are the responsibility of the 'case manager', including (but not exclusive to); Assessment (ASSET + Planning (Intervention plans based on assessments, Bail Supervision and Support programmes, sentence plans, remand plans), Intervention / Supervision (supervision / YRO interventions, bail supervision and Support programme, training programme) and Risk Management (MAPPA, MARAC, safeguarding, scaled approach, ACCT and risk of harm).
- To undertake holistic, good quality, assessments of children and young people who have offended, including assessments of risk and vulnerability.

- To complete timely and good quality reports relating to young people including Referral Order reports, Pre sentence reports, Progress reports, breach reports, early revocation reports, victim reports and other non-youth justice specific reports such as reports for , child protection case conferences, school exclusion panels and care proceedings.
- To devise, implement, oversee, monitor, enforce, evaluate and review intervention plans (either for young people in the community or in custody) to tackle the identified risks and needs of young people who have offended, ensuring the active involvement of young people and, where relevant, parents / carers / victims / community members / other agencies.
- To accurately maintain client information and records.
- To attend Court (Youth, Magistrates, Crown and in exceptional circumstances the Court of Appeal) as and when required to represent the service and proactively present information (both verbally and in writing) to the Court to assist in making decisions on bail, remand and sentencing and in prosecuting noncompliance through breach proceedings.
- To fully and robustly undertake and participate in, the duty officer rota and panel advisor rota.
- To coordinate, facilitate and deliver group work programmes.
- To lead identified and allocated pieces of reflective practice / reviews (such as the Effective Practice Quality Assurance assessments).
- To participate in peer reviews.
- To undertake the role of Appropriate Adult
- To effectively communicate with colleagues and partner agencies in a pro social, solution focused manner to ensure services are joined up for individual young people and small cohorts of young people (for example in facilitating a project or group work programme).

MANAGING RESOURCES

- To maintain a central hub of resources for interventions and use systems to monitor and record its usage.
- To contribute to the management of resources through the appropriate recording of any expenditure and activity.
- To comply with Walsall Council financial procedures and standing orders.
- To maximise opportunities for external funding in so far as these are compatible with agreed Business Plans and corporate objectives.

MANAGING PEOPLE

- Develop and maintain a range of strategies and resources to effectively engage children, families, partners and communities.

- To support individuals on practice placements, trainee volunteers, support workers or colleagues from other service areas in gaining an understanding of best practice in Youth Justice service delivery.
- To regularly review the delivery of intervention programmes and report any areas of concern around training, training timescales, programme facilitation and delivery.
- The post-holder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
- To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.
- To promote effective multidisciplinary team work, and deploy workload appropriately.
- Maintain effective communication across all agencies involved in the Youth Justice Process.

MANAGING QUALITY

- To support the development of a culture of continuous quality improvement and ambition within children's services, including the implementation of quality standards and quality monitoring systems that are informed by the views of children and young people as well as partners and agencies.
- To work within and ensure that relevant statutory requirements are met.
- To be aware of the Council Complaints and Representation process
- To participate positively in the implementation of new working methods and practices as required.
- To ensure the interventions on offer meet the needs of victims, young people, parents (including fathers) of differing abilities, different cultural groups and ages.
- To use management information systems effectively.
- To promote a positive public image of all Walsall Council Children's Services.
- To be aware of current national and local issues relating to Local Government and to the Authority insofar as they impact on the post.
- To promote and enforce the Council's Equal Opportunities policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.
- To promote the development and implementation of new ways of working and modernised service delivery, including the use of e-working.

MANAGING INFORMATION

- Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in children's services.
- Contribute to the development and review of management information systems in planning and monitoring training and delivery
- Support the maintenance of effective communication systems within Children's Services and with partner agencies, complying with local information sharing protocols within the GDPR.

GENERAL

- To participate in individual and team development activities.
- To contribute to the development of service plans and performance objectives, targets and outcomes in accordance with the Youth Justice Board and Council's plans and commitments.
- To be committed to promoting anti-oppressive practice.
- To develop areas of specialist skill and knowledge as a resource to the Youth Justice Service.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE: Youth Justice Officer		GRADE G8
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
<u>Behaviours:</u> <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Demonstrate clear and effective verbal and written communication skills.	A/T/I	3
Demonstrate a commitment to anti-oppressive practice.	A/I	2
Demonstrate a sound working knowledge of legislation and guidance in relation to Youth Justice.	A/I	2
Demonstrate a sound working knowledge of child and adolescent development.	A/I	3
Demonstrate a sound working knowledge of best practice in working with children and young people who offend.	A/I	3
Demonstrate a sound working knowledge of the skills and strategies required to assess and intervene with young people and their families.	A/I	3
Demonstrate a sound working knowledge and understanding of safeguarding and vulnerability management.	A/I	3
Ability to devise and implement individual plans with young people and families based upon effective assessments.	A/I	3
Ability to effectively chair meetings and follow up agreed actions.	A/I	1
Demonstrate and understanding of risk management, including an awareness of MAPPA processes and procedures.	A/I	2
Ability to deliver one to one interventions and group based interventions.	A/I	3

Ability, and ideally previous experience, of writing comprehensive, succinct and analytical reports for Court and Panels.	I	2
Demonstrate a willingness to undertake appropriate training and development.	A/I	1
Demonstrate the ability to maintain the requirements of the Health and Safety Regulations and Departmental Guidelines.	A/I	1
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of working with young people is essential.	A/I	3
Experience of working with young people who have offended is essential.	A/I	3
Experience of working in a Youth Justice Service / Youth Offending Team	A/I	2
Experience of working in a Court setting	A/I	1
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A professional qualification relevant to Probation or Social Services (e.g. CQSW, DipSW, MASW); or a relevant, good quality, honours degree (e.g. criminology, youth justice, psychology, youth and community) or a qualified teacher (PGCE) is essential	A	
You will hold the Youth Justice Effective Practice Certificate (or PCEP) or be prepared to complete this qualification within 12 months of your appointment	A/I	2
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Rachael Bird YJS Team Manager	Date: April 2020