

Job Description

Department:	People and Communities
Division/Section:	Children's Services, Children's Social Care
Job Title:	Youth Justice Team Manager
Post No:	013019
Grade:	13
Reports to:	Service Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Specialist Support Service Manager</div> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Specialist Support Service, YJ Team Manager</div> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Senior YOS Officers</div> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">YOS Officer</div> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Specialist Workers</div>
Does the post involve working in regulated or controlled activity with children or vulnerable adults? DBS Check applicable?	Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 6 - 8 No. of indirect reports: 10 (including volunteers and sessionals)
Job Purpose:	1. To assist the Service Manager in the operational delivery of the Specialist Support Service.

	<ol style="list-style-type: none"> 2. To manage the overall decision making, planning and delivery of services to service users and their families. 3. To manage the service and a team of staff within the legislative and procedural framework of the Council. To manage the allocated budget of the service and team for which the Manager is responsible. 4. To manage the development of procedures within the Departmental Business planning processes. 5. To manage the service within a Performance Management Framework that supports the priorities of the Service, Department and Council.
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Main Duties and Responsibilities:

1.	To be responsible for the allocation of work and implementation of Service delivery across the quadrant in accordance with statutory/regulatory and operational standards, policy, and procedures for the service. Ensuring resources deployed effectively across the wider targeted support service.
2.	To manage the supervision, Our Conversation, personal development and career progression of individual team members including capability and disciplinary matters in accordance with policies and procedures. To manage workforce planning, recruitment and induction of staff.
3.	To be responsible for staff compliance with Legislation, National Regulations, Standards and guidance and PCC policies and procedures.
4.	Implementation and review of quality assurance systems to ensure that the team's responsibilities are discharged consistently and equitably to the required standards. Maintain delivery of high quality case work and performance in line with HMIP, HMIC, Ofsted and CQC risk and safeguarding standards.
5.	Ensure staff have up to date knowledge of policy and legislative developments relating to the work of the team to ensure the continuous development and compliance with legal and national requirements.
6.	Assist the Service Manager by establishing, maintaining and utilising information systems to inform the performance management of both the quadrant team, service and the wider authority.
7.	Take lead responsibility for developing, managing and monitoring areas of specialist countywide delivery across all the countywide quadrants as agreed by the Service Manager and Head of Service.
8.	Ensure you and your team maintain accurate and up to date records safely and confidentially in accordance with the Authority's policies and procedures.
9.	To ensure the management oversight across all areas of assessments, reports, and plans, ensuring that high risk cases are appropriately managed and reviewed in partnership with the multi-agency network, and that risk and contextual safeguarding plans are in place and of high quality. To ensure the team takes lead professional responsibility where appropriate and lead the Contextual Safeguarding Plan.
10.	Building and promoting effective partnership working across agencies and with children and young people and their families to deliver cost effective and valued integrated

	services, implementing a robust contextual safeguarding framework and trauma informed response.
11.	Ensure that cases are transferred and transitioned appropriately if threshold changes, young people complete statutory interventions or age requires them to transfer to adult services. Including effective stepdowns within the wider Targeted Support Service Quadrants.
12.	To review services, and make recommendations for service improvement, policy development and operational standards.
13.	To support the implementation of service plans and be responsible for effectively communicating strategic planning and decisions to staff through the service communication strategy and team meetings.
14.	To be responsible for identifying, assessing and managing risk to service users, employees, the organisation and resources arising from the work delivered by the service.
15.	To manage and monitor a range of delegated budgets assigned to the post.
16.	To support staff to work collaboratively and sensitively with service users and their families promoting a child first approach, and where necessary manage the complaints process.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Council's other sections or departments.

Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post-holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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Person Specification

JOB TITLE:	Team Manager	POST NO:	
GRADE:	13	DEPARTMENT:	People and Communities
HOURS	37 hours		
DIVISION:	Children's Social Care	DIRECTOR:	Elaine Reading
DATE:	July 2022	COMPLETED BY:	Anna Jack

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • In depth Knowledge and experience of the values and principles underpinning service user involvement and good customer care. • Knowledge of complaints and advocacy legislation and guidance. • In depth knowledge and understanding of current legislation and guidance relevant to children and young people, criminal justice, social care and the area worked in • In depth knowledge and understanding of best practice and national developments relating to Youth Justice, Contextual Safeguarding and complex Adolescents. • In depth knowledge of all associated guidance and policy in respect of Asset Plus, risk management oversight, safeguarding and MAPPA • Criminal Justice and Youth Justice legislation, Children Acts 1989 and 2004, Children and Young Person's Act 2008 • Knowledge of performance management Frameworks, management of information and A processes. 	<p>A management qualification.</p> <p>Supervisory experience.</p> <p>Knowledge of budget/resource management</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to plan and prioritise your and your teams workloads to meet competing demands. • Ability to support and enable each team member to meet competing demands to achieve individual and team objectives. • Ability to manage a budget effectively by prioritising and monitoring expenditure and assessing future needs. 	

	<ul style="list-style-type: none"> • Ability to develop, implement and review policy and procedure in response to legislative or policy changes. • Ability to identify, collect, produce and evaluate management information, and determine service objectives for the team and monitor performance. • Ability to establish and maintain effective relationships with internal and external agencies. • Ability to chair multi-agency meetings effectively and ensure risk management approaches and contextual safeguarding responses are in place. • Substantial experience in the field of youth justice or complex adolescent safeguarding • Experience of complex casework, risk management, caseload management, supervision and multi-agency working • Experience of managing change leading to service improvements, with particular reference to organisational development with staff from different professional backgrounds 	
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Recognised Professional Qualification in either Social Work, Probation Diploma, Youth Justice, or equivalent. • Ability to travel between locations. • At least 5 years post qualifying experience in a relevant field • Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching. 	<p>Management Qualification.</p> <p>Practitioner or management experience in children's services</p>
EQUALITY	<ul style="list-style-type: none"> • Demonstrate understanding of acceptance and commitment to the principles underlying Equal Opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care. 	