

## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	Children's Social Care, Targeted Support Service
<b>Job Title:</b>	Senior Youth Justice Officer
<b>Post No:</b>	TBC
<b>Grade:</b>	Grade 11
<b>Reports to:</b>	Youth Justice Team Manager
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Youth Justice Team Manager</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto 10px auto;">Senior Youth Justice Officer</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">2 x reports</div>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced X None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility:</b>	<b>No. of direct reports:</b> <b>No. of indirect reports: 2</b>
<b>Size of budget:</b>	NA
<b>Job Purpose:</b>	<p>To perform tasks as a Senior Youth Justice Officer managing cases in or at risk of entering the Youth Justice System. To take responsibility for assessing, planning, intervening, supervising and enforcing disposals for vulnerable children/young people as laid down by relevant national youth justice, social work and health care legislation, standards, guidance, and local policies and procedures.</p> <p>To take the role of lead professional when it is in the best interest of the child/young person and family, delivering interventions in a whole family approach.</p> <p>To take a lead in specific areas of service development and delivery to support the management team to promote service development and performance improvement. Provide mentoring, support, guidance, supervision to staff and students, and support the induction of new YOS staff.</p>

	As part of an integrated service arrangement between Peterborough and Cambridgeshire, the post holder maybe asked to work with a child, young person, or family, living in the neighbouring local authority. This should only occur when it benefits the service user and both councils.
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### Main Duties and Responsibilities:

<b>Main accountabilities</b>	
1.	To manage a caseload of service users with varied levels of need in accordance with National Standards for Youth Justice, departmental policies and procedures, relevant legislation, guidance, and regulations.
2.	To complete risk of re-offending, risk of serious harm and safety and well-being assessments on young people engaged in the criminal justice system using nationally recognised evidence-based specialist Assessment tools Asset Plus as required. make clear and defensible assessments in relation to young people’s risk of re-offending, risk to others and risk to the young person and develop associated management plans
3.	To prepare high quality pre-sentence reports, referral order reports and parenting assessments and reports for other agencies within required deadlines. To prepare, agree and review Intervention plans with young people and parents/ carers subject to prevention, pre-court outcomes, court orders, bail, or remand, sentenced to custody or on licence.
4.	To deliver and / or co-ordinate interventions that focus upon reducing the risk of re-offending, risk to others and risk to the young person, including complex interventions with high-risk young people
5.	To effectively manage and maintain local and national standard contacts for young people subject to community and custodial based penalties, out of court disposals, prevention work and parents/carers subject to parenting orders.
6.	To adopt a ‘whole family approach’ and take a Lead Professional Role for the family when in the best interests of the child/young person. To lead on Contextual Safeguarding Plans where in the best interests of the child/young person.
7.	To manage complex situations and challenging behaviours associated with working with vulnerable adults and / or young people
8.	To use the designate case management systems for the recording of confidential information, case records and data and ensure that all relevant records and documents are managed in accordance with policy and procedure.
9.	To access other partner case management system to ensure that up to date relevant information forms part of your ongoing risk assessment
10.	To provide advice and support in respect of complex vulnerable young people and their families across the wider Targeted Support Service and area-based quadrant
11.	To work to achieve the specific aims and objectives of the Youth Justice and other Services’ Business Plans
12.	To work in partnership with wider children’s services, local authority teams and other partnership agencies, which may include Police, Probation, education, Mental Health Professionals, Substance Misuse Professionals, and other relevant bodies
13.	To be fully aware of the principles of safeguarding a range of vulnerable service users and ensure that your line manager is kept fully informed of any concerns and escalations

14.	To promote young people voice and collaboration through feeding back on service delivery, influencing change and developing future services
15.	To support managers to develop partnership delivery guidance and practice to enhance multi-agency working and transitions
17.	To support the delivery of youth justice services by attending Courts to present reports, to prosecute breaches and advise the judiciary on matters of bail or remand or other youth justice issues.
18.	To provide mentoring and support to colleagues through constructive and supportive gatekeeping and countersigning of reports and assessments.
19.	To support the recruitment and appointment of YOS staff. To provide advise, support and guidance to new staff to assist effective induction.
20.	To support other YOS staff to conduct assessments and deliver interventions, including co-working complex cases.
21.	To undertake professional supervision and development of staff and students.
22.	To assist in the identification, development and delivery of training to varying audiences and staff groups. To promote and encourage the professional development of YOS staff.
23.	In absence of Youth Justice Team Manager Allocate work to staff that demonstrates a fair and equitable distribution of workload and considers staff experience and skill levels.
	<b>Key Accountabilities</b>
24	To participate in relevant duty rotas and meetings. Participate in supervision, performance management and development and own professional development.
25	To manage complex situations and challenging behaviours associated with working with vulnerable adults and / or young people
26	To work independently and flexibly, including lone working and, at times, outside of core hours including evening and Saturday/BH Court as necessary, to suit the needs of service users.
	<b>Generic Responsibilities</b>
27	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
28	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.
	<b>Flexibility Clause</b>
29	Other duties and responsibilities express 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 Organisation's other sections or departments.
	<b>Variation Clause</b>
30	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority 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 postholder. 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.

## Person Specification

**JOB TITLE:** Senior Youth Justice Officer      **POST NO:** TBC  
**GRADE:** 11      **DEPARTMENT:** People and Communities  
**HOURS:** 37  
**DIVISION:** Children’s Social Care, Targeted Support Service      **DIRECTOR:** Nicola Curley  
**DATE:** 17/12/21      **COMPLETED BY:** Anna Jack

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Professional Qualification	Recognised Professional Qualification in either Social Work, Probation Diploma, Youth Justice, or equivalent  Substantial relevant experience in the field of the post applied for	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>	Knowledge of the core aim(s) of a Youth Justice Services	Essential
	Knowledge of relevant legislation, policy and practice relating to criminal justice and work young people	Essential
	Knowledge of legislation and guidance relating to Safeguarding Children and Young People	Essential
	Knowledge of child development, parenting, family environmental factors and the range of issues that impact on the lives of children and young people	Essential
<b>Skills</b>	Ability to demonstrate excellent communicate effectively at all levels and through all mediums Manager	Essential
	Ability to use professional judgement to reach assessment conclusions and apply the concept of ‘defensible decision-making’ based on detailed, analytical, and objective assessments using standardised assessment tools	Essential

	Ability to manage workload effectively in consultation with the Team	Essential
	Commitment to best outcomes for young people and implementing evidenced based effective practice programmes	Essential
	Commitment to working in partnership with other agencies and demonstrate skills in engaging young people	Essential
	Effective use of IT and Electronic case management	Essential
	Adaptable, imaginative, creative, and flexible in approach to the work	Essential
	Able to work evenings and some Saturday and Bank Holidays to cover Court duty.	Essential
	Ability and willingness to travel across the county.	Essential
	Skills in evaluating work practices and in developing innovative approaches	Desirable
<b>Experience</b>	Experience of caseload management, management of risk and taking a lead professional role.	Essential
	Experience of holding responsibility for work and of demonstrating initiative and self-motivation	Essential
	Experience of multi-agency work and the ability to coordinate a multi-agency package of support for young people.	Essential
	Experience of undertaking holistic assessment including analysis of risk and protective factors.	Essential
	Experience of working within the criminal justice system	Desirable
	Experience of court work and writing reports	Desirable
<b>Equality,</b>	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	
<b>Safeguarding</b>	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	