

## JOB DESCRIPTION

<b>Job Title</b>	Youth Justice Team Manager		
<b>Directorate</b>	Children, Families & Education		
<b>Reporting to</b>	Operations Manager - Youth Justice		
<b>Grade</b>	9		
<b>Evaluation ref:</b>	RP131	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>The role will be concerned with the management oversight of the Youth Justice Team to support implementation of excellent practice, but the role holder will also provide broader advice on longer-term developments for the Service and have experience in Youth Justice management. A solution focussed approach will be required in designing and implementing Local and National Youth Justice objectives.</p> <p>The post holder will be expected to undertake their duties by working primarily with children and young people subject to Youth Justice Intervention, plans and orders. The Youth Justice Team supports children, families and those harmed by children's offending across Somerset. It works with children and/or young people who receive a recognised youth justice outcome and those who are assessed as being at risk of offending.</p> <p>This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. Team structures operate with a high degree of collaboration and flexibility. Individual Service portfolios may change over time and post holders are expected to undertake other duties commensurate with the level of responsibility of the post.</p>			
<b>Accountabilities</b>			
<p>In line with Somerset Youth justice Partnership Board strategic plan, the County CYP plan and the Youth Justice Service Plan, contribute to the oversight, allocation, and coordinated delivery of direct work, alongside the Operations Manager.</p> <p>To lead and plan the delivery and development of the Youth Justice Team statutory and preventative services through the provision of effective intervention and oversight of service offer across the area.</p> <p>Manage and deploy a team of professionally qualified staff working across the Team, including recruitment and selection, learning and development.</p> <p>Take responsibility for the work with young people involved in, or at risk of involvement in criminality and the youth justice arena, across locality teams. Including work with children subject to criminal exploitation or at risk of self-harm or suicide. Ensure that risks are assessed, analysed, and appropriately shared and that plans and interventions are tailored and regularly reviewed to keep children safe.</p>			

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Take a lead role in the quality assurance process, undertake reviews of assessments, plans, and case file audits to ensure actions are being carried out in line with the statutory requirements and Youth Justice Service Plan. Working together with the Operation Manager, develop and maintain systems, which will ensure a consistent and coherent approach to planning and delivery of quality provision.

Oversee and authorise casework, assessments and reports for their designated area/team using the adopted electronic service system (Pathways).

Ensuring the delivery of national standards and inspection readiness. Including actively maintaining and implementing the team and improvement plan. Make recommendations for service improvement to ensure quality, best practice and procedures are applied throughout their teams and shared across the Youth Justice and Prevention Service.

As a senior/experienced professional ensure that young people receive the services to safeguard and meet their needs in relation to criminality, youth justice and Prevention.

Ensure that young people have a voice and can contribute to their own assessments and plans.

Promote and support the development of effective team working, drawing on restorative justice principles, motivating and developing staff.

Respond to, record, and manage compliments and complaints, investigating and resolving complex operational and service-based problems and conflicts, escalating as appropriate.

Statutory case work management and oversight of work with children underpinned by Child First Principles and Trauma Informed Practices.

Work in partnership with and/or allocate staff members to work in partnership with Youth Justice Stakeholders and partners including Police, Health Professionals, Probation, MAPPA, Children's Social Care, SEND and education staff to ensure Children's needs are appropriately assessed and supported.

Take a lead role in ensuring that the YJ strategic and service plans complies with relevant statutory, safeguarding, protection, welfare and safety requirements and obligations. Where required prepares and presents reports to the Somerset Youth Justice Partnership Board, Courts, Panels, Children's Services Board or Groups, and review bodies according to National Standards and protocols Under Section 10 (4) of the Children Act 2004, YJSs have a duty to cooperate with children's services in making arrangements to improve the well-being of children in the local authority's area. This duty is set out in the Local Safeguarding Children Boards Regulations 2006 (SI 2006/90) (England) and in part 7 (Safeguarding) of the Social Services and Wellbeing (Wales) Act 2014 in the establishment and operation of Multi Agency

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Safeguarding Arrangements (England) and Safeguarding Children's Boards (Wales).

Co-ordinate, chair, or act as an independent officer in a multi-agency forum such as MAETE, MARP, MAPPA 1, Out of Court Disposal, Reactive & Harmful Sexual Behaviour Forum and decision-making panels, or other panels as requested/appropriate to the role and directed by the Operations Manager /Head of Service. Under Section 325 of the Criminal Justice Act 2003, YJSs are one of the named 'duty to co-operate' bodies within Multi-Agency Public Protection Arrangements (MAPPA).

Contribute to, drive, and improve compliance with YJB case management standards and practice, HMIP inspection readiness, QA of case management, QA of general practice and interventions, Avon and Somerset developments to moderate and QA Out of Court decision making.

Finance and budgetary monitoring – be responsible for oversight and tracking of associated budgets such as Turnaround or any commissioned programmes or grant funded YJ work.

Provide a service which values and respects the race, religion, language, culture, and needs of all the children, young people and their families using the services.

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Knowledge and understanding of implementing equality and diversity in service delivery.	X	
An understanding and commitment to effective customer and community engagement leading to service redesign and change management.	X	
Good understanding of family functioning in relation to adolescent development, attachment theory and conflict resolution practices.	X	

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Good understanding and ability to develop and implement effective performance management and quality assurance frameworks.		X
Developing creative approaches in driving Swift Justice for Children and thinking 'outside the box'		X
Understanding of budgetary restraints and ability to find 'work around' solutions.		X
Ability to share extensive generic knowledge around working with children and families, and with adolescents with multiple and complex needs.		X
<b>Experience</b>		
Demonstrable experience of partnership working with other agencies and professional colleagues	X	
The ability to influence decision making and effect change across a variety of settings including with local providers and partnerships.	X	
Evidence of applying a solution focused approach and proving practical advice and support to families and adolescent children to enable them to achieve and sustain positive outcomes.	X	
Ability to evidence key staff supervisory skills including reflective and reflexive supervision, staff development and where necessary adherence to capability / disciplinary process.	X	
Evidence of YJB Youth Justice case management		X
Evidence of Supervision of staff, team leadership		X
Managing risk and public protection with experience of MAPPA 1 and 2.		X
Ability in and experience of creating learning environments, where staff strive for continuous professional development.		X
<b>Qualifications / Registrations / Certifications</b>		
Educated to Degree level or equivalent qualification such as NVQ Level 6 in a relevant thematic area (such as Social Work, Youth Justice/Probation, Policing, Teaching, Youth	X	

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Work, Health Professions, Education, Children and Families work; or		
Professional Practice Certificate in Youth Justice Practices, or Probation	X	
Significant experience in working with vulnerable children with complex needs whilst maintaining outcome focus.	X	
Evidence of a commitment to on-going professional development in their specialist field and to the principles of evidenced based practice.	X	
Qualifications and/or training in therapeutic direct work approaches/tools/models of practice such as:  <ul style="list-style-type: none"> <li>• AIM, Trauma Informed Practice, Child First Practices.</li> <li>• Child protection and/or safeguarding training</li> <li>• Confidentiality training</li> <li>• Leadership and management qualification</li> </ul>		X
<b>Skills</b>		
Ability to work independently and act with appropriate autonomy and to use supervision appropriately for self and others.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	X	
Ability to quickly establish strong working relationships with Partners and stakeholders, Children, Young People, and their Families / Carers based upon respect and positive regard which is carried through into staff relationships and the supervisory role.	X	
Excellent communication skills, good problem solving and assessment skills, reliability, good timekeeping, flexibility in role, assertion, and tenacity of approach together with accurate and timely record keeping.	X	
Positive, committed, adaptable, thorough, and confident approach.	X	
Innovative and creative approach to service improvement and value.	X	
Personal Integrity.	X	
Sound analysis and decision making in dealing with complex cases.	X	

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Demonstrates a commitment to safeguarding and promoting the welfare of children.	X	
Responsible for contributing to the out of hours on call manager rota on as part of the duty rota management group, with flexibility to work weekends and some Bank holidays by rota, including Court Duty Manager cover, early evening support to staff in court as required.	X	
Access to / use of a vehicle is an essential requirement as the role in county-wide.	X	
<b>Working Conditions</b>		
The Council complies fully with the Disclosure and Barring Service (DBS) Code of Practice, and a copy is available on request from Human Resources. As this post holder will be working in regulated activity, an Enhanced Disclosure and Barring Service check will be required prior to commencement of employment. Individuals will be expected to provide details of their Disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Authority to access their online record.		
<b>Dimensions of the role</b>		
<b>Working Arrangements</b>		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
<b>Corporate Accountabilities</b>		
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>		

Date: