

Job Description

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| Job Title | Youth Justice Service Team Manager |
| Grade | PO10 |
| Reporting To | Service Manager Youth Justice Service |
| JD Ref | PC0069P |

Purpose

To develop, manage, co-ordinate and ensure delivery of a holistic, comprehensive service to young people who meet the criteria, as set down by the Youth Offending Service and Youth Justice Board; to prevent offending/further offending by young people through early identification of risk, determining objectives, appropriate management and intervention. Balance welfare of the child with protection of the public through risk management and planned needs led intervention.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Responsible for the leadership, management, supervision and effective delivery of staff in accordance with service priorities and procedure to ensure effective risk and resource management.
- To take responsibility with the Service Management on Enhanced Case Management Model and report back to the Youth Justice Management Board.
- To assist the Service Manager to develop and maintain policies and procedures that will aim to improve and maintain positive outcomes for young people and families.
- Be responsible for the health and safety of staff, resources, activities and vehicles assigned to the service area.

Communication, Engagement and Training:

- To be involved with Volunteer and Staff recruitment and training.

Data Analysis and Decision-Making:

- Monitor the impact of assessments, planned intervention and supervision with children, young people, families and victims, to ensure effective practice and sustainable outcomes.

Performance Management:

- Monitor and evaluate procedures within the Youth Offending Service in line with the Youth Justice Board and the Ministry of Justice requirements.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Ensure safer recruitment, induction and ongoing training of staff to ensure staff have the required skills and expertise to provide quality services and safe practices.
- Allocate cases and oversee service delivery, in line with National standards and HMIP requirements, ensuring sustainable outcomes are achieved and evidenced.
- Oversee and be responsible for the Quality Assurance of Assessments and Intervention Plans, ensure evidenced based intervention is provided to the highest standards including safeguarding, risk management and public protection. In line with National standards and requirements and HMIP, ensuring sustainable outcomes are achieved and evidenced. Ensure evidenced based intervention is provided to the highest standards including safeguarding, risk management and public protection.
- To assist the Service Manager in ensuring that the Service contributes to and participates in inter-agency procedure in respect of safeguarding and child protection issues.
- To manage information, research, quality assurance and business needs of the service including the submission of statutory and non-statutory annual and quarterly returns to the Youth Justice Board, Community Safety Partnership and other internal/external bodies as required.
- To provide technical assurance and prepare standards, policies and procedures within area of specialism, ensuring compliance with information governance, information sharing and business continuity plans.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Relevant degree or training in related discipline and specific training directly related to Youth Offending Service.
- Leadership and Management Qualification.



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Desirable

- A recognised professional qualification in a discipline related to the work of the Youth Offending Service, such as Social Work, Probation, Youth and Community Work, Careers Advisor or Education.
- Evidence of commitment to continuing professional training and development in related field.

Knowledge & Skills

- Knowledge of research, theories and evidence-based practice relevant to effective work with young offenders and families.
- An up-to-date knowledge of Criminal Justice and Childcare legislation and its application as it affects children and young people.
- Previous management of services and staff, with proven ability to manage performance ensuring quality service outcomes.
- Ability to supervise staff and develop individuals within teams to maximise their contribution.
- Knowledge and skills in managing equality, diversity and inclusion and how to promote positive values.
- Good understanding of Risk of Harm, Safeguarding and Health & Safety.
- Demonstrate high level of skills in observation, recording and analysis, including report writing and be willing and able to support others ineffective practice to improve quality assurance and service delivery.
- Ability to undertake and oversee comprehensive assessments and co-ordinate needs-led intervention services to achieve positive outcomes and reduced risk.
- Ability to Chair and oversee risk and vulnerability management and train/assist Lead Professionals to co-ordinate services for children and families.

Desirable

- Excellent interpersonal and communication skills at all levels.
- Ability to assess and prioritise efficiently and effectively.
- Ability to work as part of a multi-agency team and also independently as required.

Experience

- Experience in youth justice arena.
- Experience of managing services and supervising people in a professional capacity.
- Experience of managing budgets and related performance management.
- Experience of partnership collaboration within a multi-agency environment.
- Significant experience of directly working with children, young people and families across a spectrum of need.
- Experience of delivering youth offending services, restorative justice, early intervention and statutory services.
- Experience of delivering training and professional development opportunities.

Desirable

- Experience of management quality assurance audits and thematics.
- Experience of developing/training staff and devising training programmes.



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PROFESSIONAL

- Experience of successful partnership working with other Agencies and Stakeholders.

Special Requirements

- An understanding of and a personal commitment to the Vision of Wirral Borough Council.

Additional Information

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By:

Anthony Kirk - Head of Service Contextual Safeguarding

Date Of Approval:

8th April 2021



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