

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

YOT Officer**Vacancy ID: 007563**

Salary: £29,323 - £31,601 Annually

Closing Date: 29/05/2017

Benefits & Grade

Grade K

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

08/06/2017 & 09/06/2017

Job Description

We are seeking an enthusiastic, dynamic and skilled officer to join the newly created Youth Offending and Targeted Support service in Stockton-on-Tees. You will deliver the full range of youth justice case management responsibilities, predominantly with complex needs and risks, ensuring that all activity has regard to public protection, reducing likelihood of offending and safeguarding. You will also deliver targeted support interventions to young people and families working within the Council's early help framework, including those on the thresholds of statutory social care interventions. You will have a sound working knowledge of children's and youth justice legislation, safeguarding, risk management, inter-agency policies and procedures and current developments in youth justice and children's services.

You will be expected to be a team player and able to work across agency boundaries. As part of an evolving Early Help service, you will be flexible and adaptable to organisational change.

This is an excellent opportunity to make a difference to young people and their families.


Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Tanya Evans or Sheila Whitehead, Operational Team Managers, on 01642 527597.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Youth Direction	
JOB TITLE: YOT Officer			
GRADE: K			
REPORTING TO: YOT & Targeted Support Team Manager			
1.	JOB SUMMARY: <ul style="list-style-type: none">To deliver the full range of youth justice case management responsibilities to children and young people, predominantly with complex needs and risks, ensuring all activity has regard to public protection, reducing likelihood of offending and safeguarding.To deliver targeted support case management services to young people / families, working within the Council's early help framework and the local strategy for the implementation of targeted services for young people.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Case management of the full range of youth justice statutory orders and out of court disposals for young people, including parenting orders. To enforce statutory interventions, where necessary. Planning the logistics of the supervision programme and using local resources to assist this process. To work beyond statutory requirements when appropriate and under management guidance.	
	2.	To provide a high quality YOT court service, undertake bail and remand assessments, and attendance at other criminal and civil courts as required, including remand courts. Prepare and present high quality court reports and panel reports, including consideration of victim issues. To provide a duty system and participate in service rotas as required. To act as appropriate adult in PACE interviews when required. To continue interventions post statutory requirements when appropriate and under management guidance.	
	3.	Support the aims of the Youth Justice Plan and deliver all service interventions in accordance with statutory requirements, National Standards and the clearly defined policies, procedures, assessment processes, quality assurance and performance frameworks. Compliance with the YOT inspection framework.	
	4.	Managing demand into children's social care. Comprehensive assessment, including the Early Help Assessment, to develop and deliver time-bound packages of support for young people and their families, working out the logistics of the programme and using local resources to assist this process. Act as the lead professional as appropriate. Ensure smooth transitions as part of the step up and step down process, including for those young people at the end of their statutory order / disposals.	
	5.	To maintain accurate and timely case records and information in accordance with local procedures and data protection legislation.	
	6.	Partnership working to support the development and delivery of individual packages for young people. Negotiate access to resources for young people and their families.	

	7.	To deliver services in a flexible and accessible pattern and participate in evening and weekend work as required to meet the needs of young people and the service, including attendance at panel meetings and Saturday morning / bank holiday weekend remand courts.
	8.	To undertake such training and development as may be deemed necessary to meet the duties and responsibilities of the post. Support the training and development of staff as required, including shadowing opportunities to new staff

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	YOT Officer	K
Directorate / Service Area	Children's Services	
Post Ref:	31324	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a directly relevant subject e.g. Social Work, Probation, Youth Justice or the equivalent demonstrable level of knowledge gained through directly relevant work related experience • Evidence of continuing professional development 		Application form
Experience	<ul style="list-style-type: none"> • Case management or case work with young people engaged in risk taking behaviours. Ability to assess and manage risk in relation to public protection and safeguarding • Assessment, planning, delivery and coordination of interventions on one to one basis / group work • Maintaining robust case records, including use of computerised case management systems • Partnership / multi-agency working 	<ul style="list-style-type: none"> • Case management of complex / high risk cases within youth justice and social care contexts • Experience of group work delivery • Ability to delivery face to face victim – offender mediation • Family support / parenting work 	Application / Interview

Skills	<ul style="list-style-type: none"> • Ability to express understanding of current children's / youth justice legislation • Excellent communication skills, written and oral. Report writing • Interpersonal skills, including interviewing and engagement • Ability to recognise diversity considerations • The ability to evidence knowledge and understanding of adolescent development • Ability to work across agency boundaries and with professionals from other disciplines • ICT skills, including Microsoft packages and use of email • Appreciation and understanding of victim considerations • Emotional resilience 		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. Adaptable and flexible, working in a fast changing environment • Good team player • A commitment to anti-discriminatory practice 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to work flexible hours including evenings and weekends • Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role. • Enhanced DBS 		Application / Interview

Person Specification dated 01.11.2016

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from

being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.