**JOB DESCRIPTION**

**CHILD AND ADULT SERVICES**

**JOB TITLE:** YJS TEAM MANAGER

**DIVISION:** YOUTH JUSTICE SERVICE

**GRADE:** BAND 14

**RESPONSIBLE TO:** YJS HEAD OF SERVICE

**POST REFERENCE:**  SR-103506

**Purpose of Post**

To support the Head of Servicein implementing the vision, strategic and core values of the service and broader department and to provide a clear sense of direction, optimism and purpose across the service.

To bring about reductions in the levels of youth offending and re-offending alongside secure remands and custody through the day to day management of the services teams and resources.

To ensure that all statutory duties within the remit of the post are met and the service operates within all National Standards relating to youth justice services.

To provide technical expertise and be the principal source of professional advice in relation to youth justice services.

To develop and maintain effective partnerships to ensure that the needs of young people and their families alongside those of victims are addressed.

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to continuous improvement performance management and best value culture and also the interagency context of the Department’s work.

Additionally, key relationship for this post will be:-

**-** Head of Business Unit

- Team Managers

- Social Workers and Probation Officers

- Administrative Staff

- Partner Agencies

- Service Users

**Main Duties and Responsibilities**

1. To manage the resources of the Youth Justice Service (incorporating pre and post court activities) including work allocation, quality management, budget control and the provision of supervision and appraisal.
2. To provide professional advice in relation to youth justice services.
3. To provide effective performance management of operational service delivery, which meets the specific and general requirements of all customers.
4. To ensure service delivery is delivered by the most efficient means for customers and are cost effective for the Council.
5. To ensure employees feel valued and understand their role in achieving the services and wider Council’s vision and objectives.
6. To build a valued, confident, empowered and innovative workforce through the creation of a supportive learning environment which protects and enhances their personal well-being.
7. To ensure the provision/commissioning of safe, effective and high quality youth justice services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.
8. To secure the collection and provision of performance management information for the effective operation of the team and to meet the requirements of the Youth Justice Board, partner agencies and key stakeholders.
9. To take responsibility for one’s own, and others safety, by ensuring that participants, team members and other staff are not knowingly exposed to risk of harm or violence. To ensure that community, staff and user safety is considered in all assessments and interventions, and the outcome and any actions planned to reduce the level of risk is monitored effectively.
10. To adhere to the Councils Safeguarding policies and procedures and ensure that safer recruitment practices are followed when recruiting staff.
11. To ensure that robust, timely and meaningful assessments of need are completed leading to effective intervention, service delivery and review process that improve outcomes for children, young people and their families.
12. To ensure that working procedures and practises within the service comply with the services and broader Council’s statutory duties, policies and procedural guidelines and develop policies and procedures to support working practices and procedures within own sphere of responsibility.
13. To lead on new initiatives and developments to ensure that new opportunities for young people at risk of offending behaviour are developed in line with integrated approaches to securing universal, targeted and specialist services for young people and their families across the borough.
14. To maintain up to date knowledge of legislation and national policy and to ensure the team are briefed on changes and emerging best practice and Initiate and develop procedure and practice to improve service delivery, which ensure compliance with changing legislation and/or national standards.
15. To ensure equalities and diversity issues are effectively assessed, planned and implemented.
16. To work within Hartlepool’s Participation Strategy to ensure appropriate consultation with young people and parents and to promote their participation in service planning, delivery and quality assurance.
17. To ensure that effective mechanisms are in place to deal with complaints relating to the Youth Offending Service.
18. To listen and respond to clients and customers using advising, guiding, negotiation or persuasion skills.
19. To brief the Head of Service and refer issues to them as appropriate.
20. To work to the Councils responsibilities under the Data Protection Act 1998 for the security and accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
21. To implement robust financial planning arrangements in respect of the postholders area of responsibility, whilst continuously striving to reduce the team’s costs and maximising the team’s income.
22. Any other duties of a related nature which might reasonably be required and allocated by the Head Of Service.

**General Responsibilities include:**

* Equal Opportunities

The YOS must be fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy.

* Health and Safety

Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

* All employees are expected to respect all confidentialities and principles and practice of the Data protection Act.
* All employees are required to comply with Health and Safety policies and legislation.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.