**JOB DESCRIPTION**

**CHILDREN’S & JOINT COMMISSIONING SERVICES**

**JOB TITLE:** YOUTH JUSTICE SERVICE ASSISTANT TEAM MANAGER

**DIVISION:** CHILDREN & FAMILIES

**GRADE:** BAND 13

**RESPONSIBLE TO:** YJS TEAM MANAGER

**POST REFERENCE:**  SR-103513

**Purpose of Post**

To reduce offending by children and young people through assessment and the provision of services as part of a multi agency Youth Justice Service to deliver the following objectives:

* The swift administration of justice
* Prevention of offending and re-offending
* Work within the principles of the Restorative Justice process
* To adhere to Youth Justice Board National Standards
* Act efficiently and effectively when enforcement action is required
* Tackling the risk factors that predispose young people to offending and harmful behaviour
* Reinforce the responsibilities of parents

To bring about reductions in the levels of youth offending and re-offending, alongside secure remands and custody, through the day to day operational supervision of the YJS staff team 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.

Provide technical expertise and be a key source of professional advice in relation to youth justice services. The purpose of the post is also to model good practice and to support colleagues in carrying out their role and duties, through quality assurance, feedback and guidance of staff managing statutory YJS cases.

Develop and maintain effective partnerships to ensure that the needs of young people and their families, alongside those of victims, are identified and 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.

Additionally, key relationships for this post will be:

* Head of YJS and YJS Team Manager
* YJS staff
* Workers from targeted/preventative services
* Partner Agencies e.g. Police, Probation, Health, Education
* Service Users and families
* Voluntary Service Sector Providers
* Staff within secure estate
* Magistrates and Court staff
* YJB representatives
* Colleagues within Local Authority e.g. Children’s Services, Anti Social Behaviour unit, Homeless Section
* Volunteers

**Main Duties and Responsibilities**

1. Manage the resources of the team including work allocation, quality assurance, budget control and the provision of operational oversight, supervision and appraisal.
2. To provide professional advice and guidance in relation to youth justice services.
3. To ensure employees feel valued and understand their role in achieving the services and wider Council’s vision and objectives.
4. Building a valued confident, developed, empowered and innovative workforce. Ensure employees feel valued and understand their role in achieving the Council’s vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
5. Ensuring the provision/commissioning of safe, effective and high quality 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.
6. To contribute to 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.
7. 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.
8. 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.
9. To ensure that working procedures and practices within the service comply with the Service’s 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.
10. 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.
11. To ensure Equality and Diversity issues are effectively assessed, planned and implemented.

**Specific Duties Relating to the Post**

1. To ensure all appropriate rota’s ie Court and Referral Panels are completed.
2. Assist the YJS Team Manager in their monitoring and quality assurance tasks in line with HMIP and YJB effective practice guidance in order to improve performance and standards.
3. On a daily operational basis, to assist the YJS Team Manager in providing regular and structured supervision and appraisal to YJS staff, to monitor workload, support staff, address identified issues, and agrees clear improvement targets.
4. To undertake multi-disciplinary assessment of need and risk, as it is related to young people who offend or are at risk of offending, and with relevant colleagues from within the YJS and those external to it. Assessment to be undertaken in accordance with agreed policies, procedures, guidelines and taking into account the views of young people and families.
5. To formulate and design appropriate multi agency plans to meet identified need in relation to preventing and reducing offending by young people, the management of risk of re-offending and harm to self, vulnerability and to recognize the needs of victims within the restorative process.
6. To provide a service to the Courts by acting as a Court duty Officer on a rota basis and prepare Pre-Sentence Reports and other reports on children and young people, in line with National Standards as required by Courts and other agencies.
7. To ensure that individual professional standards are maintained in line with agreed levels including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.
8. Alongside the YJS management team, ensure case managers have the tools and competency required to undertake their role and ensure compliance with YJB National Standards.
9. To deputise for the YJS Team manager where required, including representation at meetings or events as designated
10. To contribute to the organisational and strategic management of YJS and to feedback to Youth Justice Service Team Manager any problem in relation to the effective provision of Youth Justice Services.
11. To participate in initiatives which contribute to continuous organisational or personal development including with reference to new legislation and diversity policies and practices.
12. Any other duties of a related nature which might reasonably be required or allocated by the Youth Justice Service Team Manager

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.

Date: April 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**