



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Operations Manager - Youth Justice Service

GRADE: Band 9

RESPONSIBLE TO: Service Manager, Early Help

RESPONSIBLE FOR: Youth Justice Staff and Volunteers

Overall Objectives of the Post:

To develop and embed the vision of youth justice in South Tyneside. To bring about reductions in youth offending and re-offending rates, ensuring that the rate of custody is kept to a minimum. To lead the service, implementing best practice and innovative ways of working to ensure that the service meets the individual needs of the young people it is working with.

Key Tasks of the Post:

1. To be responsible for the formulation of the annual youth justice plan, ensuring engagement with partners and the Youth Justice Board. To ensure that associated action and training plans are updated on a yearly basis.
2. To reduce the levels of offending and re-offending through the management of staff and resources.
3. Further develop and maintain strong operational links with other services delivering preventative approach across South Tyneside.
4. Understand and analyse data, using it effectively to ensure high levels of performance.
5. Ensure that all statutory duties of the post are adhered to.
6. To manage the resources of the youth justice service, including associated projects and volunteer staff.
7. To have responsibility for recruitment, selection and appraisal of staff in the service.
8. To provide professional advice in relation to the youth justice service and to be the contact point for external professionals around the issue of youth justice.
9. To be responsible for the delivery of high quality services that ensure that the needs of individual young offenders are understood and met accordingly.
10. To collect relevant data and provide regular reports to a range of audiences, including the youth justice board, partner agencies and stakeholders.
11. To ensure that the service collects feedback from service users and their families to improve local delivery.
12. To monitor individual and service performance and to address concerns and implement improvements as required.
13. To enable the voice of victims to be sought and heard, ensuring that this influences service delivery.

14. To maintain up to date knowledge of legislation and policy relating to the youth justice field and ensure that this is shared with the service and members of the South Tyneside youth justice board.
15. To develop and lead on new practices and initiatives that promote positive outcomes for young people offending or at risk of offending. Work collaboratively across council services and partners to ensure integrated approaches.
16. To manage the youth justice budget in line with management responsibilities, continuously striving to increase efficiency and identify and apply for additional, appropriate sources of income.
17. To deal with complaints and compliments relating to the service.
18. Any other duties of a related nature which may be reasonable and required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SC/CL

Date: 21.11.18