

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Youth Offending Officer
<b><u>PAY BAND :</u></b>	Band 9
<b><u>JOB EVALUATION NO.</u></b>	C1916
<b><u>REPORTING RELATIONSHIP</u></b>	YOS – Operational Manager
<b><u>JOB PURPOSE :</u></b>	<p>The Crime and Disorder Act 1998, Section 37(1), states that the principal aim of the youth justice system is to prevent offending by children and young persons. The Local Authority is under a duty to ensure that a range of youth justice services are available, and provided in accordance with Youth Justice Board National Standards. The Chief Constable, Police Authority Probation Committee and Health Authority are under a statutory duty to co-operate in the discharge of this duty.</p> <p>Central to the provision of youth justice services is the Youth Offending Service (YOS) whose purpose is to work with young offenders and young people at risk of offending, in order to reduce and prevent crime. The YOS brings together individuals from the Police, Probation, Social Services, Education and Health and is located within a broader Community Safety service, reflecting the community justice agenda.</p> <p>As a YOS Officer, your remit will be to provide a service to the Courts and young people and their families in partnership with other relevant agencies in order to deliver the following objectives:</p> <ul style="list-style-type: none"><li>• The swift administration of justice</li><li>• Confronting young offenders with the consequences of their behaviour</li><li>• Tackling risk factors in offending</li><li>• Punishment proportionate to the seriousness of the offence</li><li>• Work within the principles of the Restorative Justice process</li><li>• Reinforcing the responsibilities of parents</li></ul>
<b><u>POST NO.</u></b>	POS001163 / D11905
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

## MAIN DUTIES/RESPONSIBILITIES

1. To provide an effective service to young people, and their families, who have committed or who are at risk of committing criminal behaviour.
2. To work in partnership with relevant agencies to deliver the Youth Justice Plan.
3. To carry out duties in a way that is consistent with the overall aim of the prevention of offending and anti-social behaviour by young people in accordance with Youth Justice Board National Standards.
4. To plan interventions, supervise, manage and enforce out of court disposals and community court orders, including bail supervision and support, in line with national and local standards and YOS Risk Policy.
5. To manage and co-ordinate the through care and post release supervision of custodial sentences in line with National Standards.
6. To provide a court duty service in the Youth Court and to attend criminal and civil courts as required
7. To prepare pre-sentence reports and other court reports in line with national and local standards.
8. To carry out appropriate assessments in relation to any Youth Offending clients, assessing levels of risk of re-offending, risk of harm to others and safety and wellbeing.
9. A willingness to undertake YJB qualifications.
10. To undertake work related to victims of crime in an appropriate and sensitive manner.
11. To carry out "appropriate adult" duties when required and in accordance with duties placed upon the local authority and Police And Criminal Evidence Act (PACE).
12. Where appropriate, to undertake more specialised developmental or operational work commensurate with grade, personal development and level of experience.
13. To manage a varied caseload that can include any work relevant to the remit of the service.
14. To maintain appropriate case records in accordance with agreed standards and procedures.
15. To work flexibly to meet the demands of the post which includes working outside normal office hours including occasional weekends.
16. To ensure that information systems are maintained in order that national and local standards/ performance measures can be effectively assessed.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
24. This post has a high level of contact with, and responsibility for, children
25. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
26. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

**Date: October 2019**

**DARLINGTON BOROUGH COUNCIL****PERSON SPECIFICATION****CHILDRENS AND ADULTS SERVICES****YOUTH OFFENDING OFFICER****POST NO. POS001163 / D11905**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Suitable qualification eg Degree in Criminology/Psychology, DiPSW, or equivalent or very significant experience in a related field or Qualification in youth justice work		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>2</b>	Significant practitioner experience in either youth justice or criminal justice work	<b>E</b>	
<b>3</b>	Thorough detailed knowledge and understanding of relevant legislation and guidance, in particular the Crime & Disorder Act 1998 and Home Office National Standards	<b>E</b>	
<b>4</b>	Experience/ability to work effectively with staff from different agencies	<b>E</b>	
<b>5</b>	Working knowledge and understanding of other relevant legislation and guidance e.g. Children Act 1989		<b>D</b>
<b>6</b>	Experience of using IT including client database systems, e-mail etc.		<b>D</b>
<b>7</b>	Knowledge of 'What Works' and evidence based practice		<b>D</b>
	<b>Skills</b>		
<b>8</b>	Ability to assess individual needs and plan appropriate interventions	<b>E</b>	
<b>9</b>	Understanding needs and wishes of victims in restorative activity	<b>E</b>	
<b>10</b>	High level of written and communication skills e.g. case recording, report writing.	<b>E</b>	
<b>11</b>	An ability to ensure that information relating to young people is accurately recorded in a timely manner and available for other team members and for statistical purposes	<b>E</b>	
<b>12</b>	High level of communication skills, e.g. able to present information effectively to a wide range of audiences including young people, parents, victims, colleagues, courts, members of the public and other agencies.	<b>E</b>	
<b>13</b>	Ability to work as part of a team		<b>D</b>
<b>14</b>	Ability to work on own initiative		<b>D</b>
<b>15</b>	Ability to organise, design and deliver appropriate interventions.		<b>D</b>
	<b>Personal Attributes</b>		
<b>16</b>	Ability to work flexibly.	<b>E</b>	
<b>17</b>	Commitment to the delivery of high quality services	<b>E</b>	
<b>18</b>	Willingness to work unsociable hours to meet service needs, which will include regular 'out of hours' work including some Saturday and public holiday remand court duty cover.	<b>E</b>	
<b>19</b>	Commitment to anti-discriminatory practice	<b>E</b>	
	<b>Special Requirements</b>		
<b>20</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	

<b>21</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	
<b>22</b>	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	<b>E</b>	
<b>23</b>	Suitability to work with children.	<b>E</b>	