 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support – Children & Young People
JOB TITLE: Team Manager – Youth Justice	GRADE: O
REPORTING TO: Service Lead – Children & Young People	

1. JOB SUMMARY
<p>Manage and be responsible for the effective co-ordination and delivery of youth justice services to children, their families and victims. Management of the Youth Justice Team (YJT) and to assist the Service Lead in ensuring that young people have access to a wide range of universal, preventative, targeted and intensive youth support services.</p> <p>To be responsible for all aspects of the Youth Justice Team functions including effective decision making, work allocation, workload management, case recording and high-quality interventions that are consistent in practice</p> <p>Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Manage:</p> <ul style="list-style-type: none"> • All aspects of the Youth Justice Team (YJT) functions and statutory responsibilities to ensure that staff and partner agency employees provide a high-quality service meeting the required Youth Justice Board (YJB) and Ministry of Justice (MoJ) national standards, and in accordance with legislation. • To formulate, implement, review and develop the annual Youth Justice Plan on behalf of the Stockton Youth Justice Management Board and in line with the national guidance and local plans. • To lead on the establishment of clear policies, procedures and practice guidance for the delivery of youth justice services, including preventative work, in line with the requirements of the Council, Youth Justice Management Board, YJB and MoJ, ensuring compliance with national standards. • To be the lead contact for all types of inspection including HMI Probation, OFSTED, Care Quality Commission and any other statutory inspectorates and ensure inspection readiness. • To contribute to the achievement of local and national performance targets and to monitor and review performance to assess and evaluate the quality and effectiveness of service delivery and to ensure that, where identified, improvements are achieved. • To provide detailed operational and performance information as required by the Youth Justice Management Board, Safer Stockton Partnership and other key strategic forums in order to support the monitoring and analysis of the impact of the youth justice partnership on outcomes for young people and their families. • To provide advice and support to the Youth Justice Management Board on national policy, guidance developments and innovations relating to youth justice. Analyse local conditions and conceptualise new approaches. • To act as YOT Data Controller with responsibility for the provision of management and performance information for the YJB, MoJ and the Youth Justice Management Board. • And assist the Service Lead, Youth Direction in preparing the Business Unit Plan and to contribute to the strategic planning and development of future services.
2.	Directly manage the team, ensuring that service objectives are achieved.
3.	Directly manage people in the team, support their learning and development and undertake your own personal development.
4.	Directly manage budgets assigned to the team, ensuring that financial objectives are achieved.
5.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

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.

Job Description dated: July 2021

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support – Youth Direction	
JOB TITLE: Team Manager – Youth Justice	GRADE: O	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Degree or equivalent relevant professional or management qualification or the equivalent level of knowledge gained from demonstrable relevant work-related experience. 	<ul style="list-style-type: none"> Related qualifications Continuous professional development in leadership and management 	Application
Experience	<ul style="list-style-type: none"> Significant practitioner case management experience within youth justice / children's services Experience of developing and managing service plans Managing teams and people Managing performance Managing finance Decision making Supporting learning and development Partnership working Promoting a positive culture Customer focus Improving services 	<ul style="list-style-type: none"> Direct experience of working with the Youth Court Corporate and strategic thinking Political awareness Working in local government or public sector 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Sound knowledge of policy, legislation and best practice in relation to safeguarding children and youth justice services • Good understanding of the youth agenda and support services 	<ul style="list-style-type: none"> • Media handling • Programme / project management • Information governance and security 	<p>Application / Interview</p>
Behaviours	<ul style="list-style-type: none"> • Demonstrate the behaviours that underpin the Council's Culture Statement • Demonstrate the behaviours that underpin the Children's Services Strategy • Leading by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged 		<p>Application / Interview</p>
Other requirements	<ul style="list-style-type: none"> • The role requires frequent travel between venues across the borough, therefore a full driving licence and / or access to transport is essential • The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service 		<p>Application / Interview</p>
Person Specification dated: July 2021			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support
JOB TITLE: Team Manager – Youth Justice	
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The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – occasional	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail Direct contact with service users including home visits. Sometimes contacts may be emotionally charged, with users presenting a risk of harm to others. Activity is risk assessed and managed.	Yes
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Mandie Rowlands
Date:29.12.21