

Job Title: Assistant Team Manager – Youth Offending Team	Role Profile Number: PCDH61
Grade: R Salary:	Date Prepared: December 2020
Directorate/Group: Children, Families and Community Health	Reporting to: Team Manager
Structure Chart attached:	No

Job Purpose

To operationally manage and supervise the specialist youth offending workers to ensure high quality services to children; focused on good outcomes with timely interventions at the right level; within statutory guidelines and within given resource and budget availability.

To model good management by taking professional responsibility for the provision of a high quality multi-disciplinary responsive service.

To assist the Team Manager in the determination of priorities, and through effective management and supervision of specialist youth offending staff, ensure implementation of statutory orders, offending is reduced, young people are safeguarded and their welfare promoted.

To assist in the initiation and implementation of operational business plans, legislation and policy guidance for the delivery of the Council priorities and Youth Offending.

Key Accountabilities

- To undertake work in accordance with legislation, guidance and protocols and have a clear understanding of how the role contributes and adds value to outcomes for children, young people and their families. To ensure delivery of work in accordance with the Children Act 1989, Children Act 2004 and Crime and Disorder Act 1998.
- To have a robust oversight of specialist workers and volunteers’ assessments, interventions and developmental work with a focus on timely progression and reducing offending.
- Ensure that diversity is respected and takes account of the different needs of children, young people and their carers, and that the decisions made and service delivery is sensitive to and addresses discriminatory issues of language, gender, ethnicity, religion, ability, sexuality and social background.

- To recruit, deploy and manage staff and volunteers according to policies and procedures governing these processes.
- To ensure delivery of services in accordance with National Standards as set out by Her Majesty's Inspector of Probation.
- To ensure that youth offending team members record all case work, undertake assessments, analysis, risk management plans, decisions, interventions, planning and reviews on the electronic recording system - Childview – signing off all decisions made and discussing any issues that require clarification or further scrutiny with the relevant member of staff.
- To offer guidance, supervision and support to practitioners to enable them to take actions to prevent and reduce offending, escalation of issues / risk, accurately recording the advice and guidance given.
- Lead and supervise team members on a day to day basis, including their performance management through regular supervision and appraisal, in order to deliver a high quality and consistent service.
- Ensure that monthly activity and performance feedback is provided to the Youth Offending Quality Assurance and Performance Improvement Board and managers.
- To provide verbal and written reports to the Strategic Youth Offending Management Board, Youth Justice Board and other Strategic partnerships.
- Motivate and develop the team through learning opportunities that ensure that the competencies and professional practice required to achieve the aims and objectives of the service are met.
- Undertake audits and collect service user feedback on the service to enable robust reporting and management information as well as identifying areas for service development and improvement.
- Ensure that the service meets its statutory obligations and ensure that departmental and council procedures are effectively implemented and followed.
- In liaison with the Team Manager contribute to business planning within the Team.
- Promote the development and maintenance of high standards within the team in accordance with the Councils and the Service's values and behaviours.
- Promote corporate working across teams, and wider across the organisation, ensuring that every opportunity is taken to develop a wider understanding of youth offending and the impact that other areas of the Council have on this.
- Develop relationships and information sharing across teams to enhance overall decision making in the best interests of children and young people.
- Ensure engagement and understanding of performance measures within the Team and be able to accurately describe the contribution made in achieving outcomes.
- Represent the Team at internal and external meetings with voluntary, partner and statutory bodies where appropriate.
- To assist with control and management of budgets and resources.
- To lead, chair or contribute to a range of multi-agency meetings including those relating to the Team, Partners agencies, Courts, Criminal Justice Board and the Youth Justice Board.
- To work in partnership with other agencies and partners both in relation to hosted staff and youth offending.
- Contribute to and participate in his/her own personal development programme.
- Undertake any other duties and responsibilities as may be required by the Group Manager commensurate with the grade of the post.
- To deputise for the Team Manager when required.

Supplementary Accountabilities

- To undertake any other duties commensurate with the grading of the post, including on call and unsocial hours requirements i.e. outside normal office hours, including evening and weekend working, for which time off in lieu of payment should be taken at a time agreed with the Group Manager. Overtime will not be paid.
- This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Department, always in consultation with the post holder.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Direct responsibility for operational staff including supervision and staff development
- Considerable experience of services to vulnerable people including young offenders
- Substantial post-qualification experience in a relevant setting
- Experience of dealing with challenging young people and their families including those with mental health problems and complex drug related problems
- Understanding of contextual safeguarding and managing risky behaviours
- Demonstrable working knowledge of relevant legislation, guidance and policy context relating to the work of Youth Justice, Social Care and Early Help services.
- Commitment to a child-centred and relationship based approach
- Commitment to team work and engagement
- Commitment to multi-agency working across a range of services to promote better outcomes for children and families.
- A focus on performance management and service development
- Excellent interpersonal skills
- Ability to work to tight deadlines in often pressured environments.

Qualifications

- Relevant diploma, degree or professional qualification related to youth justice or social care.

Decision Making

- Analyse and evaluate information to make decisions around the operational management of young offenders including implementation of interventions and identification of levels of risk and support required for young people.
- Auditing work, ensuring national standards compliance, robust planning and safeguarding measures are being undertaken and make recommendations for improvement and/or development
- Prioritising key intervention work, determining strategies and ensuring timely progression of plans
- Swiftly understand, interpret and provide complex information to a range of audiences.

Creativity and Innovation

- To respond to situations and use knowledge and experience to interpret the challenges faced and offer guidance and tailored support to children, young people and their families relation to the youth justice system and youth offending.
- Promoting opportunities to increase public confidence and reduce the fear of crime.

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Children and their families and other member of the public who raise concerns about a child.
- Other professionals e.g. teachers. Health professionals, police officers, housing officers, voluntary sector organisations
- Social Care Management Team
- Other service areas across the Council

<u>Job Scope</u> Number and types of jobs managed (including hosted staff from alternative agencies) <ul style="list-style-type: none">• 2 Police Staff• 1 Reparation Worker• 1 Volunteer Coordinator• 1 RJ Victims worker• 1 Communications/YOT officer (p/t)• 3 Health staff• 1 Educations staff member	Budget Holder Asset Responsibility:	No . No
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Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	