

Job Title: Assistant Team Manager – Youth Justice Service	Role Profile Number: N/A
Grade: R	Date Prepared: June 2022
Directorate/Group: Children, Families and Community Health	Reporting to: Team Manager

Job Purpose

To operationally manage and supervise the Youth Justice Service Social Workers and Case Managers to ensure high quality services to children; focused on good outcomes with timely assessments, plans and 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 youth justice case holding 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 Justice.

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, Crime and Disorder Act 1998 and Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- To have a robust oversight of case holders assessments, Intervention Plans, 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 according to policies and procedures governing these processes.

- To ensure delivery of services in accordance with Inspection standards as set out by Her Majesty's Inspectorate of Probation.
- To ensure that Youth Justice Service 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 Justice 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 justice.
- 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

- 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 first 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 children who offend 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 crime.
- Promoting opportunities to increase public confidence and reduce the fear of crime.

Contacts and Relationships

- 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>	Budget Holder	No
Number and types of jobs managed (including hosted staff from alternative agencies) <ul style="list-style-type: none">• 2 YJS Social Workers• 2 YJS case workers• 1 YJS Probation Officer	Asset Responsibility	No
