



## Job Description

<b>Job Title:</b> Youth Justice Service (YJS) Administrator	<b>Grade/ Level:</b> CFL 5	<b>Post Number:</b> SBC_10430
<b>Directorate:</b> Childrens Services Youth Justice Service	<b>Job Family:</b> Administration & Office Services	<b>Date Prepared:</b> January 2025
<b>Role reports to (Job Title):</b> Youth Justice Service TM/ATM		
<b>Job Purpose:</b> To provide administrative support to the Youth Justice Service including the preparation of court papers, inputting result and contacts onto the case management system, minuting YJS meetings, supporting with meeting preparation, phone monitoring, reception services and raising invoices. Support in ensuring that the administrative demands of the Youth Justice Service are met.		
<b>Key Accountabilities:</b> <ol style="list-style-type: none"> <li>1. Receive visitors, mail, e-mail and telephone calls to ensure speedy, courteous and appropriate responses.</li> <li>2. General administrative and clerical support to YJS staff, including the clerking of meetings and minute taking, inputting Court results and case contacts onto the case management system, use of word processing, spreadsheets, and power point in order to provide a timely and accurate support service to the YJS team.</li> <li>3. Assist with the management of duty phones and meeting and diary management.</li> <li>4. To liaise with the Courts, Police, CPS and other agencies regarding dates and outcomes to assist with court processes and ensure that YJS practitioners are fully supported in court.</li> <li>5. To administer court files, including the preparation of relevant documentation as required by criminal justice agencies or the YJS, ensuring all documents are accurate and prepared in accordance with the required deadlines, to include electronic placement alerts for children at risk of a remand into custody.</li> <li>6. To enter key data on to the YJS databases to initiate action by the YJS and to keep records current and up to date.</li> <li>7. To make payments out of petty cash and keep accurate records in accordance with the prescribed financial regulations and other processes. To raise invoices and process purchase orders as the need arises.</li> <li>8. To assist with the preparation of work rotas.</li> <li>9. Support with activities such as stationary orders and other required materials.</li> <li>10. Processing and communicating highly sensitive and confidential information from the YJS to other Criminal Justice and Care agencies such as using prescribed methods as secure e-mail etc.</li> <li>11. Responsibility for organising and overseeing production of leaflets and other resources to support children, families and victims.</li> </ol>		
<b>Supplementary Accountabilities:</b>		

1. Undertake any other duties, which can be accommodated within the grading of the post.

**Job Scope:** No & type of jobs Managed:

N/A

Typical tasks supervised/allocated to others:

**Job Scope:**

N/A

**Budget:**

**Assets:**

**Knowledge & Experience:**

- Requirement to perform word processing to a high standard as well as the ability to use spreadsheet and other Microsoft programmes with speed and accuracy.
- Ability to effectively manage and prioritise daily workload.
- Ability to work in a team environment and within a busy reception/office environment.
- Needs an awareness of confidentiality and privacy issues.
- High-level customer care skills.

**Decision Making:**

- A high degree of self sufficiency and decision making around the need to communicate or send documentation to criminal justice agencies in order to meet statutory or other deadlines, particularly court
- Decisions regarding prioritising work and action to be taken with regards to incoming calls or correspondence.
- Issue petty cash in accordance with financial regulations.

These decisions would be based around set procedures within the team.

**Contacts and Relationships:**

***Written Communication:***

- Close liaison with the Courts in Swindon, CPS and Police to ensure accurate information to the required statutory deadlines, including use of secure email for custodial alerts.
- Role involves typing up court reports and producing standard letters and forms from information received from members of the YJS team and associated agencies.
- Be the first to respond to e-mails from the public or representatives of external agencies such as the Courts.

***Verbal Communication***

- Greets visitors both from the public and outside agencies as well as acting as the first point of contact for telephone calls.
- Liaises with other members of the team regarding collection of information required.
- Liaises with outside agencies such as the courts in arranging dates and confirming outcomes of proceedings and contacting other teams with regards to passing on information as required.

***Contacts***

- Deals with Court officials on a regular basis to obtain information relating to cases.
- Has frequent contact with partnership agencies.
- Has daily contact with the public, children and families as well as other members of the team and wider partnership agencies.

**Creativity & Innovation:**

- Always encouraged to think creatively around improving working practices.

**Data Protection**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

**Health & Safety**

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy