Role Profile

Job Title:	**Youth Justice Service Officer**
Location:	**Colindale**
Department:	**Youth Offending Team**
Directorate:	**Children's Service**
Grade:	**I**
Salary Range:	**£44,184 - £48,519**
Reports to:	**Operational Team Manager**

1. Job Purpose:

The local authority has a statutory responsibility to provide a Youth Justice Service (YJS) in line with the Crime and Disorder Act 1998, which requires each area to have a team of staff seconded from different agencies working together to prevent offending by children and young people.

The YJS aims to prevent crime and the fear of crime by ensuring that services are targeted at children and young people at high risk of offending and meet the needs of victims and communities.

The YJS ensures that young people who do offend are identified and dealt with without delay, with punishment proportionate to the seriousness and frequency of offending.

The YJS promotes interventions with young offenders that reduce the risk factors associated with offending, increase the protective factors and reinforce the responsibilities of parents.

The purpose of the job is to work as part of a multi-agency team preventing offending by children and young people by delivering a range of interventions in line with statutory requirements and national and local priorities for youth justice and children's services.

2. Key accountabilities:

Main Tasks

- To supervise the statutory orders that children and young people become subject to that are the responsibility of the Youth Justice Service.

- To ensure the sentence of the court is delivered by encouraging and facilitating compliance by young people with their court orders and to use enforcement processes in cases where young people do not comply with their court orders.

- To prepare pre-sentence, referral order reports and other reports according to national standards.

- To represent the Youth Justice Service at the Youth Court and other Courts, including the Crown Court as required, including Saturday, Bank Holiday and any other occasional Courts.

- In partnership with children's service social work teams to provide support for young people remanded to Local Authority accommodation to enable them to remain in the community and reduce any risk of re-offending.

- To work in partnership with the Secure Estate visiting and delivering a service to young people who are remanded or sentenced to custody in order to address their offending behaviour and related issues in preparation for release and to facilitate their resettlement into the community.

- To attend as required as an Appropriate Adult at PACE interviews of young people who are arrested.

- To undertake office duty as required.

- To manage a caseload and undertake direct work with children, young people and their parents/carers, including lone working, undertaking home visits and meeting young people at other community venues.

- To use ASSET/ASSETPlus and other assessment tools to gather and analyse information that leads to an accurate in-depth understanding of a young person's offending behaviour.

- To make accurate, clear assessments of risk in relation to harm to the public, dangerousness, re-offending and vulnerability and to develop and implement a risk management plan.

- To develop and deliver intervention plans with specific, measurable, achievable, realistic and time-bound targets which are based on assessed need and which help a young person avoid reoffending; assist a young person to achieve their potential and help to protect victims and communities.

- To complete timely referrals to partners and other agencies.

- To promote multi agency working through good communication and attendance at case reviews

- To provide a robust structure of supervision and support for those young people on bail and at risk of being remanded in custody.

- To advise the line manager, Youth Justice Service Manager and/or other appropriate professionals of any concerns relating to the safety, welfare and protection of children and young people.

- To provide opportunities for restorative justice to victims and offenders.

- To represent the Youth Justice Service and promote its work to other agencies and provide reliable, accurate and timely information.

- To collaborate and work in partnership with other agencies in the public, private and voluntary sector in order to achieve positive outcomes for children and young people.
- To ensure equality of access to services provided by the YJS.
- To participate in peer gate-keeping arrangements as part of a service-wide approach to quality assurance.

Students

- To participate in the supervision of students placed with the Youth Justice Service.

Finance

- To work within financial regulations and procedures in relation to expense claims, subsistence, and mileage claims.
- To ensure all financial transactions are accurately recorded and accounted for.

Information

- Maintain accurate, up to date, evidence-based records of all young people in contact with the Service using an electronic case management system (Careworks)
- To participate in the collation of statistical data returns for the Youth Justice Board and as required by others.
- To keep up to date with changes in legislation and developments in practice relating to the Youth Justice Service and to be able to respond accordingly.

General

- To adhere to health and safety requirements and regulations as appropriate to the post
- To work within the principles of “Working together to safeguard children” and the Pan London Child Protection Procedures in relation to safeguarding young people.
- To participate in regular, formal supervision and appraisal according to policy and procedure and carry out necessary action to achieve own development.
- To maintain up to date core professional social work training and development (for GSCC registered staff).
- To undertake and participate in training and development as agreed with the team manager.

3. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies, and guidance. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

4. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The post holder may be required to work outside normal office hours including evenings, weekends, and Bank Holidays.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
A professional qualification in social work, probation, youth and community work, health, education OR relevant degree and experience of working with children and young people	Essential	Application
Experience & Knowledge		
Experience of direct work with challenging and hard to engage children and young people	Essential	Application
Experience of direct work with offenders	Essential	Application/Interview
Experience of working within a statutory framework	Essential	Application/Interview
Working and detailed knowledge of the causes of crime and effective practice in intervening to reduce offending and anti-social behaviour by young people	Essential	Application/Interview
Working and detailed knowledge of safeguarding children issues, Every Child Matters, Children Act 2004, and the Pan London Child Protection procedures	Essential	Application
Working and detailed knowledge of the youth justice system, Crime and Disorder Act 1998, Youth Justice Board National Standards and the Criminal Justice Act 2003.	Essential	Application/Interview
Working and detailed knowledge of the assessment and management of risk in terms of dangerousness, reoffending and vulnerability	Essential	Interview
Skill & Ability		

Planning and Coordinating: Establishes clear targets, defines plans and co-ordinates resources in order to meet them	Essential	Application/Interview
Developing productive relationships: Builds effective working relationships with a diversity of individuals and groups	Essential	Interview
Communicating in writing: Produces succinct and well-structured written work which creates a positive impact on the recipient(s)	Essential	Application/Interview
Communicating orally: Conveys messages effectively, creating a positive impact on the listener(s)	Essential	Interview
Demonstrating adaptability: Works in a creative way, making the most of change opportunities	Essential	Interview
Analysing and evaluating: Reflects on information, defines the key issues and reaches logical conclusions	Essential	Application/Interview
Delivering customer centred services: Achieves customer satisfaction by identifying genuine needs and jointly developing effective solutions	Essential	Application/Interview
Delivering results: Embraces responsibility and displays a capacity for driving issues forward	Essential	Application/Interview
Negotiating and persuading: Negotiates successfully, remaining open to suggestions, whilst significantly influencing others	Essential	Interview
Making decisions: Resolves problems effectively after exploring options and considering the implications	Essential	Application/Interview
Special job requirements: • Valid driving licence and access to the use of a motor vehicle • Ability to be available outside normal hours in exceptional or planned circumstances, including evenings, weekends, and bank holidays appropriate to the demands of the job. • Ability to travel.		
Personal Effectiveness Competencies (to be assessed only through safer recruitment personal interview)		
Team working: Works effectively with others, co-operates with colleagues, is sensitive to people's needs, and helps the team achieve its goals	Essential	Interview
Emotional resilience: Demonstrates the capacity to maintain effective functioning when working under	Essential	Interview

pressure faced with difficult and personally demanding situations and people.		
Motivation: Demonstrates understanding of own motivation, impact of personal experiences and capacity for insight, reflection and development.	Essential	Interview
Authority, power and control: Uses authority, power and control to enhance the capacity of others, provide direction and build an open trusting environment, promoting diversity and challenging discrimination. Integrity and values: Set and maintains the highest standards in professional relationships and boundaries with young people, families, colleagues and other professionals.	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/	Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in	Essential	Interview

delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.		
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview