

## LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Advanced Youth Justice Service (YJS) officer		
Directorate:	People	Grade:	LBR10
Department:	Education & Inclusion	Hours/weeks:	36 hours/52.14 weeks
Function:	Positive Activities	Post number:	EL3112
Team:	Youth Justice & Targeted Prevention Service – YJTPS	Base/location:	Station Road Centre, Barkingside.
Reports to:	Team Manager		
Responsible for:	N/A		

### Role and Context

<b>Overall Role Purpose:</b>	Reporting to the Team Manager, the post holder will be responsible for managing a caseload and working in partnership with other YJTPS staff and relevant external partner agencies to identify, develop, and deliver appropriate interventions and preventative initiatives. These initiatives aim to reduce the number of children entering the youth justice system and those within the secure estate. Additionally, the role will involve supporting children who remain in the system, helping them move forward with their lives. The post holder will also represent the YJTPS while performing court duty.
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<b>Role Context:</b>	The Youth Justice & Targeted Prevention Service is the statutory Youth Justice Service arising from section 39 of the Crime and Disorder Act 1998, which is the local Youth Justice Partnership, including Police, Probation, Health, Children’s Social Care, but led by the Local Authority. This Job Description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither exhaustive nor inclusive and is subject to be adjusted from time to time to meet the changing needs of children and young people.
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### Key Accountabilities and Result Areas

1. Operations and Support	<ul style="list-style-type: none"> <li>To manage a caseload of youth justice cases, both out of court disposals and statutory court orders, according to the National Standards and the HMIP Inspection Framework.</li> <li>With the Child First approach, to provide effective support and interventions to children and young people to complete their disposals / order, which</li> </ul>
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recognises their particular needs, capacities, rights and potential to develop their pro social identity.

- Using AssetPlus and the Prevention and Diversion (PAD) Assessment Tool as Assessment and Planning tools to undertake case management with specific focus on trauma informed practice building foundations for change and desistance factors in order to support children and young people to fulfil their potential and make positive contributions to society.
- To contribute to the development and implementation of a range of effective solutions to youth crime. This may include taking a lead in working with looked after children, children and young people leaving custody, group work, prolific and serious offending, EET, bail and remand, restorative justice, contextual safeguarding concerns, serious youth violence and victims.
- To proactively promote the welfare of children and young people, focusing on reducing risks of harm and promoting safety and well-being.
- To involve and consult with children and young people, their families and / or victims as appropriate to improve and identify new working practices.
- To work flexibly to meet the needs of children and young people and their families/carers and the Courts. This will include working in the evenings and at weekends/ bank holidays.
- To work collaboratively with children and young people, their families and partner agencies to deliver effective evidence based group and/or individual interventions/programmes to reduce the risk of offending, re-offending and disengagement from education, employment and training.
- To be responsible for undertaking assessments and complete AssetPlus and (PAD) with effective and trauma informed assessment, planning, implementation/delivery and review.
- To prepare Pre-Sentence Reports or Stand-Down Reports for the Court and Panel Reports for Referral Order Panel and other forums as required.
- To represent YJTPS and present information to Courts.
- To participate in duty rotas, including the office and Court duty rota and Saturday Court rota.
- To collaboratively with children, translate assessments into effective and innovative intervention, plans and contracts.
- To provide effective engagement and deliver interventions based on the analysis of the assessment to keep the child or young person and other people safe.
- To negotiate and actively refer children and their families into appropriate services provided by the Local Authority, partner agencies and voluntary sector providers and to co-work cases, where appropriate, with staff working in other agencies.

	<ul style="list-style-type: none"> <li>• To develop a high level of knowledge about the local community and existing provision for children and young people, parents and their families.</li> <li>• To maintain case management records on the designated management information systems.</li> <li>• To communicate effectively with a range of different audiences.</li> <li>• To actively participate in regular supervision sessions and to participate in all relevant training and learning events and other opportunities for professional development.</li> <li>• To maintain at all times a courteous, helpful and polite response to staff and service users, to promote anti-discriminatory practice and ensure that individual needs are recognised and supported.</li> </ul>
<p>2. Communicati on Partnership</p>	<ul style="list-style-type: none"> <li>• Provide effective communication with children and young people, their families and relevant internal and external partners so as to secure the best outcome for children and young people.</li> <li>• To work effectively as part of a multi-agency team with professionals from statutory partner agencies co-locating at the YJTPS.</li> <li>• Ensure appropriate steps are taken to protect data integrity and comply with the IT security policy, General Data Protection Regulations and confidentiality procedures. This includes transmitting, photocopying, destroying and discussing sensitive information.</li> <li>• Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</li> <li>• Maintaining Council records and archive systems in accordance with Council procedure, policy and statutory requirements.</li> </ul>
<p>3. Performance and Standards</p>	<ul style="list-style-type: none"> <li>• To attend meetings on behalf of YJTPS as and when required.</li> <li>• To keep under review personal and professional development needs, keep informed of current issues and take part in training and learning opportunities provided by YJB, LBR and YJTPS.</li> <li>• To ensure that equality of opportunity and anti-discriminatory practice are a priority throughout all areas of the work.</li> <li>• Any other duties appropriate to this area of work and consistent with the level of the post, as may from time to time are required.</li> <li>• To contribute to the continuous development of the local YJTPS and its delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend all relevant internal meetings and represent the YJTPS at external meetings as required.</li> <li>• To carry out appropriate administrative tasks in support of the work, maximising the use of available information technology.</li> <li>• To work in accordance with the National Standards for Youth Justice Services and comply with all local and national policies and protocols.</li> <li>• To complete records, statistical returns and expenses on time, accurately and in accordance with LBR policies.</li> <li>• To keep up to date with knowledge of research in the area of youth justice and apply the lessons from research to practice.</li> <li>• To safeguard the health and safety of yourself and all people and premises under your control in accordance with the provisions of Health and Safety legislation and YJTPS policies, procedures and practice.</li> <li>• To exercise proper duty and care in handling, operating and safeguarding any equipment or appliance provided by the YJTPS for collective use in the performance of your duties.</li> <li>• Complying with the Councils commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</li> <li>• To be smart and presentable at all times in compliance with the current dress code and consistent with the duties and responsibilities of the post.</li> </ul>
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Corporate Accountabilities	All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.
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Flexibility	The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence. This may include working out of core council hours to provide support as and when required.
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Person Specification		A - I - T	Weightings
Method of candidate assessment: A = Application form I = Interview T = Test Weightings: 3=most important, 2=least important			
<b>Statutory or Mandatory qualifications:</b>	Educated to "A" level standard or equivalent as a minimum.	A	3
<b>Key Subject or Content Areas (inc: Desirable Qualifications)</b>	<p>A qualification relevant to one of the following disciplines is desirable:</p> <ul style="list-style-type: none"> <li>• Youth Justice</li> <li>• Social Work;</li> <li>• Youth and Community;</li> <li>• Education;</li> <li>• Police;</li> <li>• Health;</li> <li>• Probation; or</li> </ul> <p>Other relevant discipline</p>	A I	3
<b>Knowledge / Experience Field Title</b>	<p>Proven experience as a Youth Justice Case Manager using AssetPlus and the Prevention &amp; Diversion Assessment as assessment and planning tools.</p> <p>A well developed working knowledge and understanding of the Children Act 1989, Crime and Disorder Act 1998, the Data Protection Act, GDPR and other relevant legislative frameworks and developments.</p> <p>A good knowledge of the latest development of youth justice initiatives.</p> <p>Knowledge of the causes of crime and effective interventions to reduce offending and re-offending behaviour, youth crime and anti-social behaviour.</p> <p>An understanding of the roles and responsibilities of relevant statutory partner agencies.</p> <p>A sound understanding of the research into effective practice with children and young people, particularly in the area of youth crime prevention.</p> <p>Knowledge and understanding of child development, adverse childhood experiences, contextual safeguarding, desistance and trauma informed practice.</p> <p>Experience in writing Pre-Sentence Reports, AssetPlus and Diversion &amp; Prevention Assessments.</p>	A I T  A  A I T  A I  A I  I T  A I	3  3  3  3  3  3

	<b>Detail of skill / ability requirement</b>		
<b>Skills / Abilities</b>	Ability to communicate effectively in a manner which is clear, fluent, concise and appropriate and which holds people's attention both in groups and in one to one situations, encouraging feedback as appropriate.	A I T	3
	Ability to display a sound understanding of equality issues, respecting and valuing individuals' diversity and the variety of their contributions.	A I	3
	Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others.	I	2
	Produces written communications which are clear, fluent, concise, simple, and are readily understood by intended recipient(s).	A I T	3
	Be able to access and communicate information through information technology.	A I	2
	Ability to seek out relevant information for problem solving and decision making, consulting with others as necessary.	I T	3
	Ability to make rational, realistic and sound decisions based on consideration of all the facts and alternatives available.	I T	3
	Ability to provide services which have been designed to meet customer needs and expectations, and which conform to the highest professional standards, within a framework of accountability to stakeholders.	I T	3
	Ability to make sound and thorough assessments of risk factors associated with offending and anti-social behaviour.	A I T	3
	Ability to translate assessments into effective integrated interventions aimed at reducing re-offending and anti-social behaviour.	I T	3
Ability to initiate, deliver, manage and review interventions and programmes designed to address risk factors associated with offending, re-offending and anti-social behaviour.	I T	3	
<b>Corporate Behaviours</b>	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Council's internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	I	3
<b>Effective and Collaborative Team Working</b>	<ul style="list-style-type: none"> <li>• Works effectively and collaboratively with others within a multi-agency service in the pursuit of team goals, sharing information and supporting others.</li> <li>• To take responsibility for personal development and actively participate in all learning and development.</li> <li>• To participate in the ongoing development, implementation and monitoring of service plans.</li> <li>• To support and contribute to value for money, service efficiency and improvement.</li> </ul>	I	3

<b>Working Pattern and travel</b>	36 hours per week, to be worked flexibly, ability to work outside core hours, particularly in the evenings and weekends / Bank Holidays. Please note that we are a front facing service and all appointments with children and families are face to face.	AI	3
<b>Safeguarding and Disclosure</b>	<ul style="list-style-type: none"> <li>Valid Enhanced DBS checks</li> </ul>	A	3