



## Job Profile

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<b>JOB TITLE:</b>	Youth Justice Service Officer
<b>GRADE:</b>	SO2/POA
<b>POST NO:</b>	
<b>JOB TIER:</b>	5
<b>DBS CHECK:</b>	Enhanced
<b>GROUP:</b>	Children and Young People's Service
<b>SERVICE:</b>	Youth Justice Service

### REPORTING STRUCTURE

<b>Reports to:</b>	Senior Youth Justice Officer
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	Sessional staff, volunteers, trainees

### ROLE PURPOSE:

To provide a high-performing YJS Officer service to children and families in accordance with departmental policies and procedures, statutory requirements and National Standards.

# A. Job Description

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## 1. People Management

- No direct supervisory responsibility however will be required to assist in induction and training of peers, students and new employees, acting as a buddy for 'inductees'.

## 2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- To deliver interventions to young people designed to reduce the risk of them re-offending and causing serious harm to the public and themselves.

## 3. Operational Service Delivery

- To accept referrals from the Senior YJS Officer, Operational Manager or any person delegated to act on his/her behalf.
- To interview children and other relevant persons in the police station, office, their homes or any other suitable venue, e.g. secure establishments.
- To assess;
  - the criminogenic needs of children
  - the risk of re-offending,
  - the risk of harm they pose to others
  - the risks to their safety and well being
- To devise, implement and review clear multi agency intervention plans of increasing complexity according to risk, to reduce risk levels and further offending behaviour.
- To work collaboratively with other council officers, community representatives and agencies such the police, health, probation and voluntary sector organisations, providing technical advice where required.
- To act in compliance with legislation, required standards of practice including national standards, guidance, protocols and local policies and procedures, particularly those pertaining to risk, safety and wellbeing management.

- To utilise knowledge related to area of practice, including critical awareness of current issues and new evidence-based practice research.
- To prepare and present written reports to Referral Order Panels, Youth and Crown Courts.
- To act as the Youth Justice Service representative within the Hillingdon Youth Court facilitating the exchange of relevant information and providing a professional advisory role. To attend other courts as and where necessary.
- To work with children in young offender institutions, secure units, and secure training centres to reduce the risk of re-offending, promote their personal and educational development and prepare them for release.
- Clearly report and record assessments, judgements, decisions and analysis using the YJS case management data base.
- Ensure that within the boundaries of confidentiality and good professional practice, that there is the fullest co-operation with other agencies.
- To take responsibility for action in relation to the liberty or safety of all service users in emergency situations.
- To ensure that due consideration is given to the religious persuasion, racial origin, and cultural and linguistic needs of all children receiving a service.

#### **4. Service Planning & Development**

- Maintain knowledge of the Service Plan and understanding of own contribution in order to ensure delivery of this plan.
- To contribute to the development of the Service plan and its monitoring and evaluation.

#### **5. Financial & Resource Management**

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.
- Ensure, as far as is possible, that the resources of the Service and other statutory and voluntary organisations are mobilised where relevant to meet the needs of the children and reduce risk to themselves and others.

## **6. Continuous Improvement**

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- Seek and accept professional supervision on a regular basis from designated senior staff within the department.
- To take responsibility for keeping abreast of legislative and policy changes which may impact on service delivery.
- Evaluate own performance through the methodologies provided and take responsibility for identifying opportunities for professional development.

## **7. Contacts**

- Internal – Senior YJS Officer, Operational Manager Youth Justice Service; Managers and Practitioners from Children and Young People's Services, Adult Services, Housing Department; Community Safety Team, Other Departments as necessary
- External - Managers and Practitioners from the Police, Crown Prosecution Service, Probation, Health, Courts, other Youth Offending Teams; Private and voluntary services, Residential units including secure units; Prison Services

## **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

## **9. Key Performance Indicators**

- Quality of court reports, assessments, intervention plans and record keeping.
- Compliance with National Standards for Youth Justice Services and local policies and procedures.
- Delivery of agreed PADA objectives

## B. Person Specification

### Youth Justice Officer

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This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Diploma in Social Work or equivalent recognised <b>professional qualification.</b> or Professional Certificate in Effective Practice or relevant degree.	✓	
Evidence of CPD.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
An ability to work flexibly outside of usual office hours which will include occasional weekends and bank holidays.	✓	
Ability to attend court, police stations and secure establishments for young people as required.	✓	
Valid UK Driving Licence.		✓
3. EXPERIENCE		
Experience of working directly with young people at risk of offending and/or at risk of exploitation, and their families.	✓	
Demonstrable experience of successful engagement with young people and their parents/carers in pursuit of the main purpose of this role.	✓	
Experience of working collaboratively with other agencies to share knowledge and deliver successful outcomes for young people at risk	✓	
<b>Additional experience required for POA</b> Experience of effectively managing a caseload in a Youth Offending Justice Service or Probation setting.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Demonstrable Knowledge of the Crime and Disorder Act 1998, The Children Act 1989, Legal Aid, Sentencing and Punishment of Offenders Act 2012 and other relevant criminal justice and child care legislation and practice guidance.	✓	

Ability to assess the criminogenic needs of young people, the risk they may pose to others and the risks to their safety and wellbeing.	✓	
Ability to develop and implement effective intervention programmes for young people with the aim of reducing offending behaviours and managing risk.	✓	
Able to form and maintain appropriate professional relationships and boundaries with young people and their families to ensure effective engagement in agreed interventions.	✓	
Ability to work collaboratively with professionals in order to implement a multi agency response to youth offending and the needs of young people.	✓	
Understanding of techniques of monitoring and evaluating impact of practice.		✓
Ability to prepare and present reports for Youth and Crown Court proceedings, in keeping with National Standards.	✓	
Ability to learn and use ICT systems including any service specific software and Youth Justice Recording systems.	✓	
A sound understanding of confidentiality and data protection as it applies to this role.	✓	
<b>Additional requirement for POA</b>		
Demonstrable ability to manage a complex caseload	✓	
To demonstrate competence in the use a wide range of techniques to deliver positive outcomes for young people	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
<b>Team working</b> Acts as a role model to others in the team, sharing knowledge and experience, when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	

<b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
<b>Customer Care</b> Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
<b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	