



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Restorative Justice Officer
GRADE:	SO2
POST NO:	1838
JOB TIER:	5
DBS	Enhanced
GROUP:	Children and Young People's Services
SERVICE:	Youth Justice & Adolescent Development Service

REPORTING STRUCTURE

Reports to:	Restorative Justice Coordinator
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

To develop and deliver a range of community reparation projects which assist children who offend in developing educational and practical skills. To facilitate and deliver restorative justice interventions with victims.

A. Job Description

1. Resident and 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 work closely and creatively with the local community and partner agencies to deliver effective restorative justice interventions to victims of youth crime.
- To work with residents, community groups and partner agencies to identify and deliver reparation projects which have a positive impact on the local community.

2. People Management

- To participate in the recruitment, training and supervision of volunteers and sessional staff to act as supervisors to young people engaged in the community reparation.

3. Operational Service Delivery

- To develop and maintain a range of community reparation projects which assist young people in developing learning and practice skills.
- To participate in the development and delivery of the unpaid work programme.
- To undertake appropriate risk assessments of reparation/unpaid work opportunities as they are identified. To work within agreed procedures and protocols to ensure the health and safety of staff and young people, involved in the projects.

- To ensure consistent policy, practice and procedures in the operation of unpaid work and the reparation elements of other court orders, in accordance with legislation and guidance.
- To undertake victim and children restorative justice screenings and providing updates for the Youth Court and Referral Order Panels.
- To complete victim assessments and safety planning to ensure needs of the victim is considered in work with victims and children within the Youth Justice service
- To support victims including providing regular updates, referrals and signposting to support services.
- To deliver a range of restorative justice interventions for victims of youth crime, including conferences between victim and children who have offend ensuring appropriate standards of care and control are maintained.
- To ensure all restorative justice activity is carried out as per Restorative Justice Council best practice guidance, Youth Justice Board guidance and the Victim Code.
- To ensure data collection and recording into the relevant management information systems in order to capture all necessary inputs, outputs and outcomes for victims, young people and their families and carers.
- To ensure client record systems, both manual and IT based, are of a high standard.

4. Service Planning & Development

- To contribute to the development and implementation of the Team Plan and understand how reparation and restorative activity supports the delivery of the plan.
- To ensure appropriate monitoring and evaluation of reparation/unpaid work and restorative justice services, including arrangements for information sharing in accordance with Youth Justice Board Guidance.

5. Financial & Resource Management

- To take responsibility for the day-to-day management of the reparation budget, providing monthly reports to the Service Manager.
- To ensure that all expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.

6. Continuous Improvement

- Manage the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.

7. Contacts

- To develop, maintain and enhance good professional relations with other sections of the department and other council departments to optimise the efficiency and effectiveness of the service.
- To develop and maintain good relationships with partner agencies, community groups and voluntary sector organisation with a view to accessing and utilising local resources as part of the programme planning for children who offend.
- Devise a strategy to publicise the community reparation/unpaid work thereby improving public awareness and community engagement.

8. Additional Responsibilities

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

9. KEY PERFORMANCE INDICATORS

- Delivery of allocated elements of the Team Plan.
- Successful delivery of the unpaid work and reparation programmes.
- Increased victim participation in restorative justice processes (directly or indirectly).
- Reduction in re-offending by young people.
- Delivery of agreed PADA objectives.

B. Person Specification

This person specification will be used for recruitment to the Restorative Justice Officer vacancy in LBH. 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 ✓
Degree in a relevant field or equivalent experience.	✓	
Restorative Justice Conference facilitator accreditation.		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Able to work flexibly across the service including evenings and weekend work.	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
At least two years experience of working with challenging young people preferably within a youth justice or crime prevention setting.	✓	
Experience of facilitating a conference between children who offend and victims.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Knowledge of relevant legislation, guidance, government policy and research in relation to children who offend.	✓	
Knowledge of restorative justice and reparation practice.	✓	
Ability to carry out effective risk assessments of reparation/unpaid work opportunities.	✓	
Ability to develop appropriate programmes of reparation that are in keeping with restorative justice principles.	✓	
Ability to develop appropriate programmes for unpaid work that are in keeping with national service specifications.	✓	
Ability to undertake effective children/victim assessments	✓	
Ability to supervise sessional staff undertaking reparation/unpaid work activities.	✓	

Ability to develop and deliver bespoke training programmes for sessional staff and volunteers.	✓	
Strong ICT skills including word, excel and powerpoint, and a sound knowledge of case management systems.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working 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.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	