



Job Profile

JOB TITLE:	Senior Youth Justice Officer for Practice Excellence
GRADE:	POB
POST NO:	
JOB TIER:	4
DBS CHECK:	Enhanced
GROUP:	Stronger Families and Protection
SERVICE:	Youth Justice Service (Youth and Adolescents Service)

REPORTING STRUCTURE

Reports to:	Operational Manager – Youth Justice Service
Direct Reports:	None
Indirect Reports:	Sessional staff, volunteers, trainees

ROLE PURPOSE:

To lead on the development and delivery of high-quality, evidence-based practice within the Hillingdon Youth Justice Service (YJS). The Practice Excellence Lead will support practitioners to

deliver effective interventions that reduce reoffending, promote positive outcomes for children and young people, and ensure compliance with statutory responsibilities and national standards.

With a focus on continuous improvement, the Practice Excellence Lead will drive service excellence through coaching, quality assurance and innovation. The postholder will ensure that all services delivered to children, families, and victims are consistently of the highest standard, aligned with the Hillingdon Youth Justice Service's vision:

“To be a fair, inclusive, child-first youth justice service that empowers every young person to thrive, supports victims of crime, and repairs harm within safer, stronger communities.”

A. Job Specification

1. 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 promote children's safety and to reduce the risk of them re-offending and causing serious harm to the public.

2. Practice Excellence

- Provide regular professional leadership and guidance to YJS Officers, promoting reflective practice and continuous improvement.
- Support the implementation of trauma-informed, child-first approaches in line with Youth Justice Board (YJB) guidance.
- Lead on quality assurance activities, including casefile audits, observations, and feedback to ensure high standards of practice.
- Contribute to the development and review of intervention plans, ensuring they are tailored, strengths-based, and co-produced with children and families.
- Act as a point of expertise on safeguarding, risk management, and desistance theory, including chairing and attending Risk Management Meetings
- Deliver or coordinate training, workshops, and reflective practice sessions for staff.
- Support the integration of learning from serious incidents, inspections, and research into everyday practice.
- Work collaboratively with internal and external partners to ensure a holistic and coordinated approach to supporting young people.
- Contribute to service planning, performance monitoring, and reporting.

- Is committed to reducing over-representation in Youth Justice and the use of custodial remands and sentences for children through providing robust community outreach interventions
- To oversee the Out-of-Court Disposal process, including coordination and facilitation of the Scrutiny Panel
- Maintain accurate records of key performance indicators (KPIs) and ensure the service and staff are prepared for HMIP inspections.
- Produce and present regular data reports to support performance monitoring and continuous improvement.
- To participate in the Duty Senior rota, including providing out-of-hours cover on Saturdays and Bank Holidays as required.
- To develop and implement systems and procedures that proactively identify and address the safety needs of children, victims, and staff, ensuring high-quality support for those at elevated risk or posing significant risk of harm to others.
- To provide clear guidance and oversight to staff, ensuring compliance with statutory duties, organisational policies, and procedural standards.
- To manage workload systems to ensure resources address priority cases and respond to changing needs and circumstances, ensuring staff workloads are suited to their training and experience.
- To lead on the implementation of learning from Quality Excellence/Assurance activities to improve service delivery with a firm focus on outcomes for children, leading professional development and training sessions to Staff to embed this into day-to-day practice.
- To build and maintain strong partnerships with police, courts, education, principal social worker, education, health, social care, volunteers and voluntary agencies
- To ensure all actions are carried out in line with relevant legislation, national standards, case management guidance, protocols, and local policies; particularly those relating to risk, safety, and the well-being of children and young people.
- Ensure that within the boundaries of confidentiality and good professional practice, that there is the fullest co-operation with other agencies.
- To support the Team Manager with the induction and ongoing development of new staff.

3. 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 young people at risk and in need of support.

4. Service Excellence, Innovation and Continuous Improvement

- Utilise evidence-based approaches e.g. trauma informed and restorative practice models to support positive change.

Use data and analytics, stakeholder feedback and learning from research and practice to drive service excellence and performance across the service.

- Lead the development of quality assurance framework and related policy guidelines for Hillingdon Youth Justice Service's work with children and victims and services using coproduction methodologies to drive effective practice and improvement.
- Lead regular practice surgeries or working groups to promote continuous improvement and reflective practice.
- Contribute to service development initiatives, audits, learning and practice reviews and Inspections (e.g. HMIP).
- Champion diversity, equity and inclusion in all aspects of the role.
- Champion new practice models in line with best practice, local and national priorities.
- Identify training needs across the service and coordinate the delivery of relevant learning opportunities, including induction, mandatory training, and specialist development.
- Facilitate reflective practice sessions, peer learning, and communities of practice to support professional growth.
- Ensure workforce development activities reflect the diverse needs of staff, children, families, and communities served by YJS.
- Monitor and evaluate the impact of workforce development activities on practice quality and service outcomes.

5. Contacts

- Internal - Manager and Team 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 Service, Health, Courts, MOPAC, YJB, Victim Support and other Youth Offending/Justice Teams; private and voluntary services, residential units including secure units; prison services.

6. Additional Responsibilities

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

7. Key Performance Indicators

- Delivery of allocated elements of the Team/Service Plan.
- Improved data metrics across all Key Performance Indicators tackled by the Hillingdon Youth Justice Service and the Youth Justice Board.
- Improved data driven decision making to inform service delivery and planning.
- An improved culture of learning, innovation and willingness to implement innovative practice models.
- High compliance levels with National Standards for Youth Justice Services.
- Quality assessments, court reports and effective intervention planning
- Evidence of meaningful client participation in the development of their intervention plans and in wider service development.
- Improved practice outcomes through multiple feedback mechanisms e.g. audits, inspection outcomes, feedback from children, carers, professionals and victims.

B. Person Specification

The Youth Justice Practice Excellence Lead

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 ✓
Professional certificate in Effective Practice (Youth Justice qualification) or Degree in Youth Justice or a Professional Qualification in Social Work Practice or a recognised professional qualification or relevant degree.	✓	
Evidence of Continuing Professional Development (CPD)	✓	
Management qualification e.g. ILM or willingness to work towards.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Able to work flexibly across the service including evenings and weekend work where required.	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Significant experience working within a criminal or youth setting of which must include some experience in Youth Justice.	✓	

Experience of supervising and supporting staff to deliver youth justice interventions.		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
	✓	✓
Comprehensive knowledge of the youth justice system and all relevant legislation and its application in practice.	✓	
Sound knowledge of childcare legislation, in particular the Children Act 1989 as it relates to children at risk of or involved in offending behaviour.	✓	
An ability to translate legislation, guidance and research into policy and practice using the principle of 'what works'.	✓	
Knowledge of the issues and factors related to youth crime and its prevention.	✓	
Ability to manage staff effectively within a specialist resource.	✓	
Excellent communication, coaching, and mentoring skills.		
Experience in quality assurance and reflective supervision.		
Ability to set performance standards, establish systems of quality assurance, evaluate and review service delivery.	✓	
Ability to identify needs, plan and evaluate outcomes in complex cases.	✓	
An understanding of the barriers to engagement and achievement experienced by young people and how these can be minimised.	✓	
Competent user of ICT including the ability to learn and use service specific systems.	✓	
Ability to analyse data and use information to inform service delivery.	✓	
To contribute to the annual team plan and to take a lead role in its delivery, including ownership of specific priority areas.	✓	
To ensure that staff within the team/area of work develop the appropriate level and skills, knowledge and experience in order to respond to the needs of the service and deliver high quality provision.	✓	
Expert and detailed knowledge of the statutory and practice frameworks for youth justice.	✓	
Proven ability to ensure self and team make good use of electronic 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.	✓	