

Kent County Council

Job Description: Data and Support Officer – Turn Around Project

Directorate:	Children, Young People and Education
Unit/Section:	Adolescent Services/Youth Justice
Grade:	KR6
Responsible to:	Turnaround Practice Supervisor

Purpose of the Job:

Turn Around is a national crime-prevention programme, with a commitment by the Ministry of Justice for funding, initially until the end of March 2025.

The programme is aimed at bolstering the holistic Early Help response to children who are at risk of offending and re-offending but have not previously received statutory Youth Justice intervention.

In Kent, our approach is to enhance the Adolescent Early Help offer to those children who meet the MOJ 'Turn Around' criteria. The Turn Around Employment, Education and Employment (ETE) Officers work alongside Adolescent Early Help to improve the ETE offer and engagement of identified children. Turn Around works directly with those children, their families, and providers (including schools) to ensure children have an appropriate offer of ETE, and to provide support which overcomes barriers to re-integration, attendance and/or engagement.

The role of the Data and Support Officer within Turn Around supports the administration of the programme, including reporting accurate and timely data for grant and evaluation returns; and ensures the smooth running of the systems and processes underlying the identification and referral mechanisms.

The role may develop as systems and processes mature, but any changes will be reviewed in consideration of the capacity and grade of the role.

Main duties and responsibilities:

- Regular (weekly) use of systems to screen Youth Disposal Outcome lists from the Police, to identify children who are eligible for the Turn Around programme, and to identify those from other local authority areas. This will help to give confidence in First Time Entrants (to the youth justice system) data, which is a key performance indicator for the Turn Around programme.

- Regular (weekly) communication with Police to track referrals, typically through ensuring E-YOTs are received and identifying any issues with quality or timeliness. This will help drive appropriate referrals into the programme. It will also enable the service to receive victim contact details to ensure the voice of victims and restorative justice is at the heart of our prevention and diversion work, of which Turn Around is a key delivery mechanism.
- Supporting the Turn Around Practice Supervisor and their manager (the Adolescent Safeguarding Manager) to submit accurate and timely data and finance returns to the Ministry of Justice.
- Supporting administrative, finance and human resource processes such as recruitment systems; procurement of goods and services; organising and minuting meetings and team events and general administrative support to the Practice Supervisor and Manager in the day-to-day management of the service.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Data and Support Officer – Turn Around Project

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Personal qualities, skills and your potential are more important for this role than your studies/qualifications.
EXPERIENCE	Taking quality and timely notes and minutes of meetings. Rather than verbatim accounts, the postholder is required to provide readers with an understanding of the areas of discussion, decisions made and actions to be followed up on.
	Efficiently coordinating meetings with a range of internal and external parties, including booking rooms; scheduling MS Teams calls with participants; and using Outlook calendar or similar applications to understand participants availability.
	Using data and other information to collate reports.
	Creating spreadsheets / reports / presentations
	Engaging with professionals both verbally & in writing
SKILLS AND ABILITIES	Good basic level of literacy and numeracy to assure that data and minutes are clear, have sufficient detail, and are accurate.
	The role demands an attention to detail, with accuracy and timeliness in managing information.
	The post holder will have access to sensitive and personal information. Training will be given, but they must be willing and able to work within strict data protection regulations (GDPR), information governance rules and to respect confidentiality.
	The postholder should be able to manage their own time and priorities effectively to ensure they are able to meet deadlines.
	Support budget monitoring by timely and accurate inputting of relevant information such as personnel changes and processing project expenditure according to policies and procedures.
KNOWLEDGE	The post holder is expected to know how to use email, excel, word, power point and MS Teams (or have transferable knowledge of similar applications) confidently and competently. They should be able to transfer their ability to use technologies to unfamiliar and new systems, to ensure accurate and timely data inputting and reporting.
	The postholder should understand what equality and diversity means and be committed to creating and sustaining an inclusive and anti-discriminatory work environment.

KENT VALUES AND CULTURAL ATTRIBUTES	The role requires the post holder to have honesty and integrity.
	We are ambitious and strive to have an excellent service, which requires us to be both accepting & offering of challenge and willing to improve and develop.
	We are compassionate, understanding, and respectful to all. We have zero tolerance for discrimination in all forms.
	We are strong together by sharing knowledge. The postholder must be able to work on their own initiative, sometimes in isolation, and as part of a team.
	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>We are all responsible for the difference we make.</p> <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>