

Kent County Council

Job Description: *Youth Justice Team Manager*

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Adolescent Service (Youth Justice)
Grade:	KR12
Responsible to:	Youth Justice Service manager

Purpose of the Job:

To lead, manage and improve the work of a statutory Youth Justice Team operating across an area of Kent, delivering youth justice interventions and targeted support to children subject to statutory Youth Justice interventions (including community and custodial sentences and remand management).

Allocate and hold oversight of active cases and case records to ensure the public is protected and children safeguarded. Services to be delivered in accordance with legislation, National, Corporate and Directorate policies and to National Standards and timescales. Delivery within allocated cash limits.

To manage a team of professional qualified and unqualified staff, overseeing their workloads, providing robust reflective supervision and developing a culture of mutual support and creative thinking to achieve improved outcomes for children.

Main duties and responsibilities:

1. Recruit, motivate, develop and train staff developing a learning culture to enable them to be capable of fulfilling the changing demands of the service. Ensure the continuous development of staff in order to deliver a high quality and consistent service to children and their families.
2. Lead, direct and manage the work of qualified and unqualified Youth Justice professionals and seconded partners. Providing high quality line management, professional supervision and expert Youth Justice advice to practitioners and partners to ensure delivery of evidence-based interventions to reduce the likelihood of offending and re-offending, manage risk of serious harm to others, and safeguard children and young people. Respond to the complex and changing demands of the service.
3. Allocate resources and workload across the team to ensure effective delivery of service within allocated cash limit, considering local and national priorities.
4. Direct, Quality Assure and audit the timely completion of statutory assessments, plans and reviews, Pre-Sentence Reports, Referral Order reports and other reports as required. Ensure actions emanating from audits which identify areas for development are taken and learning shared.

5. Develop, enhance and work collaboratively with staff and a broad range of partners and agencies (including Police, Probation and the Secure Estate), to ensure knowledge of and compliance with statutory processes, and chair complex meetings. Ensure active Youth Justice participation in complex and statutory meetings (including MAPPA, Remand and Custody Planning) to address public protection and safeguarding concerns.
6. Monitor and uphold professional standards within the team in collaboration with the management team; ensuring compliance with all policies and procedures, National Standards; National Key Performance Indicators and other agreed targets are met. Keep up to date with legislation, policies and research knowledge of interventions relevant to child development, adolescents risk management and families work, social learning theory and systemic approaches; play a key role in identifying, disseminating, integrating and promoting excellent evidence-based practice.
7. Contribute to the management of the team budget including the high-risk remand budget. Control, monitor and forecast expenditure, taking remedial action as required to enable cost effective services to be provided within the allocated cash limit.
8. Contribute to the formulation, monitoring and review of professional practice procedures, strategy and policy through working closely with colleagues in other Divisions and/or via County Working Groups, to maintain high standards of youth justice and adolescent risk practice which meets the changing needs of the service.
9. Develop and advise on commissioning strategies by providing an expert view on Youth Justice to ensure services are developed and accessible to young people who offend.
10. Identify targets for improvement in line with the business priorities designed to achieve excellent outcomes. Link all work to observable or measurable indicators of success and act to ensure progress of those indicators. Contribute to the development of new initiatives, lead on certain aspects of practice and represent service as required.

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.

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

Kent County Council

Person Specification: *Youth Justice Team Manager*

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	<p>A level 5 or above qualification in a relevant discipline (e.g. 2 year Foundation Degree in Youth Justice or Youth Work, NVQ level 5 in Youth Justice or Youth Work, DipSW in Social Work, Post Graduate Certificate of Education) and/or extensive relevant experience</p> <p>Plus, either a level 5 Diploma in Management OR an identified specialism in an advanced area of practice (e.g. PQ Child Care Award or equivalent or MSc in Social Work (C&F) or Practice Teacher Award) or willingness to work towards one.</p>
EXPERIENCE	<p>Extensive experience within a Social Care or Youth Justice setting</p> <p>Extensive experience of case management</p> <p>Experience of professional supervision and line management</p> <p>Substantial experience of working jointly with key partners in the statutory, private and voluntary sectors, including seconded, commissioned and co-located teams</p> <p>Experience of contributing to policy and practice formulation, implementation and review.</p> <p>Good experience of budget and resource management.</p> <p>Experienced and skilled in using Quality Assurance Systems</p> <p>Extensive Experience of staff recruitment and development.</p>
SKILLS AND ABILITIES	<p>Ability to lead, manage and motivate a team</p> <p>Ability to develop creative approaches to resolve complex problems</p> <p>Excellent negotiation skills, with the ability to communicate and collaborate to very high standards across a wide range of individuals and agencies</p> <p>Effective working relationships, including the ability to work collaboratively with the local community and partners</p> <p>Ability to interpret information and data from a variety of sources</p> <p>Excellent organisational skills and the ability to work to tight deadlines with limited resources and to prioritise workload effectively</p> <p>Able to work on own initiative</p>

	<p>Ability to manage budgets and resources within specified limits and adhering to policy</p> <p>Ability to travel on a regular basis between sites</p>
KNOWLEDGE	<p>High level detailed knowledge of the relevant legislative and policy frameworks including The Children Act 1989, The Children Act 2004, Crime & Disorder Act 1998, Police & Criminal Evidence Act 1984 and The Criminal Justice and Immigration Act 2008. In particular, how these affect young people in the criminal justice system</p> <p>High level working knowledge of policies and procedures relating to MAPPA, Looked After Children, Children in Need and Children in the Child Protection System (and other procedures relevant to work setting)</p> <p>Excellent knowledge and understanding of Safeguarding and procedures.</p> <p>Knowledge of recent research and National initiatives impacting on Youth Justice including an understanding of YJB policies, National Standards and the Scaled Approach.</p> <p>Understanding of child development, adolescent risk management and Youth justice effective practice.</p> <p>Excellent knowledge and understanding of Safeguarding policies and procedures</p> <p>Knowledge of governance arrangements for Early Help</p> <p>Knowledge of diversity and equal opportunities issues in relation to both staff and young people</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<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>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>
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	<p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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