

Kent County Council

Job Description: Youth Justice Partnership & Improvement Lead

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Children's Services/Youth Justice
Grade:	KSJ
Responsible to:	Youth Justice Service Manager

Purpose of the Job:

Lead on developing, improving and monitoring the effectiveness of strategic and operational partnerships for the benefit of Youth Justice (including Adolescent Early Help) service users and stakeholders, including, children, families and victims of youth crime.

Main duties and responsibilities:

Lead and develop collaboration with internal and external, statutory, and other partners, to make best use of resources to meet the needs of children and families and victims, including:

- monitor and provide evidence of performance and improvement, reporting to colleagues, partners, and senior leaders, using robust self-assessment, audit processes, and stakeholder feedback mechanisms.
- negotiate and monitor joint protocols and drive the improvement and effectiveness of partnership contributions and collaboration
- actively participate in strategic partnership meetings to represent the YJ service and advocate for services, systems and processes that meet the needs of children, families and victims
- develop new initiatives, where appropriate, that meet needs and priorities
- coordinate multi-agency and KCC funding bids where appropriate
- celebrate successes and identify areas for improvement, taking a solutions-focussed approach to change

Drive the delivery of high-quality and evidence based multi-agency working and practice by:

- coordinating, co-creating and implementing the Youth Justice partnership plan
- co-producing and updating accessible policies/guidance,
- coordinating the workforce development plan and
- cooperating with Learning & Development, to enable high quality multi-agency workforce development opportunities

Manage some of the teams and functions which support or add value to, but are not managed within local YJ operational teams, and have robust oversight of their performance against standards and targets. This currently includes the Victim Voice Lead and Referral Order Volunteer Lead; who in turn manage volunteers and both the Restorative Justice/Reparation and Intensive Supervision and Surveillance resources.

- Lead on collaboration with partners to negotiate, monitor, and hold to account their contributions to youth justice
- Work closely with KCC's Management Information to effectively monitor and report qualitatively and quantitatively on whole system (in house and external) service delivery through KPIs, audit, self-assessment, contract management, joint protocols and stakeholder feedback
- Lead a Work force development strategy which, in collaboration with Quality Assurance/Practice Development and the Kent Academy, identifies and meets the Youth Justice work force development needs
- Work with Senior Managers and the County Youth Justice Board to ensure continuous Youth Justice service development which responds to emerging needs such as County Lines and Serious Youth Violence; Contextual Safeguarding and Working with Girls.
- Facilitate communication and engagement with the workforce and partners to support the co-production of an annual Youth Justice plan, annual self-assessment, routine auditing, responses to consultations and other improvements and developments.
- Provide operational and strategic support to the Head of Youth Justice and the Service Manager for Youth Justice.
- Manage and supervise some of the teams and functions which are not managed within local YJ operational teams. In 2025 this includes the Referral Order Volunteer Lead and the Victim Voice Leads, but this may change depending on service structure and developments. These oversight responsibilities include ensuring the service has sufficient quality and quantity of Referral Order volunteer and victim voice resource; that Referral Order Panels meet statutory obligations; and that the voice of victims and Restorative Justice are at the heart of our work with children.
- Ensure the voices of victims are heard, and that Senior Managers and the County YJ Board monitor and respond to victim satisfaction and outcomes. Ensure the voices of victims are central to decision making and service delivery, with Restorative Justice underpinning all work with service users
- Ensure the voice of service users and stakeholders is monitored and responded to, being heard at County YJ Board. Ensure there are appropriate opportunities to hear from different Youth Justice cohorts including girls and disproportionately represented children.
- Ensure the workforce has a full suite of appropriate policies and guidance to support their work. Collaborate with the service to review processes to ensure they are simple to understand, to implement and are up to date and accessible.

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: Youth Justice Partnership & Improvement Lead

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	<ul style="list-style-type: none"> Degree/NVQ L4 or equivalent - with excellent written language competence Evidence of continued professional development
EXPERIENCE	<ul style="list-style-type: none"> Effective Senior management within a Youth Justice or relevant multi-agency environment Successful change management in a multi-agency, multi-disciplinary environment Proactive leadership of the development and implementation of improved business processes Successful project or service initiation, implementation, development and management Creating clear and robust protocols, strategies, policies, and guidance Effective leadership of a dispersed workforce Extensive experience of successful partnership collaboration and overcoming barriers and competing priorities
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Exceptional communication and partnership skills in all formats, including ability to report coherently and confidently to Members and Senior Managers Ability to translate high level ideas into strategy and service delivery Capacity to grasp complex issues and manage multiple tasks and conflicting agendas
KNOWLEDGE	<ul style="list-style-type: none"> Detailed and up to date knowledge of the legislative framework for Youth Justice, Safeguarding and Education In-depth understanding of Youth Justice policy and practice including Restorative Justice; trauma informed and strength-based approaches, and child first principles. Detailed knowledge of the roles and responsibilities of the statutory YJ partners Ability to navigate a range of systems and data sets and to produce analytical performance reports
BEHAVIOURS AND KENT VALUES	<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

	<ul style="list-style-type: none">• 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> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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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.