

Kent County Council

Job Description: *Youth Justice Practice Improvement and Development Officer - Policy & Partnership*

Directorate	Children, Young People and Education
Unit/Section	Integrated Children's Services
Grade	KR9
Responsible to	Strategic Development Manager – Youth Justice

Job Purpose:

The role of Policy and Partnership Lead is an integral one within the Youth Justice Practice Improvement Team, which is responsible for driving continuous performance improvement across the Youth Justice partnership through policy, guidance, constructive challenge, and support.

As part of the central strategic team, this role will lead on policy development and work with partners, to ensure that service delivery meets the needs of young people. The role will contribute to and implement an improvement plan with a clear timeline for coordinated activity to ensure that Kent YJ can evidence excellence under scrutiny by internal and external inspection processes. The role will contribute to the planning and development of new service provision in line with identified need.

Main Duties and Responsibilities:

Ensure that policy, strategy, process, and standards for all Youth Justice practice within Kent is ambitious, achievable, and reflected in excellent operational delivery.

Ensure relevant policies and guidance are in place, are updated, and consistently implemented. Ensure that any changes e.g., the introduction of new legislation, are incorporated into policy and guidance and that updates are disseminated and implemented in a timely manner.

Ensure policies are accessible and clear. Ensure that comprehensive and clear operational guidance and good practice tools support consistent, high standards of service delivery.

Develop policies and practice to minimise disproportionality and to support marginalised young people to minimise entry into, and the negative impact of, being in the criminal justice system.

Systematically monitor seconded, procured, commissioned and partner provisions, alongside commissioners where relevant, to ensure that services delivered are sufficient, effective, evidence-based and of high quality. Contribute to County Youth

Justice Board reports as required so that the Board has oversight and directs our work.

Work alongside partner organisations to support the development of service provision and training.

Support the development of our participation strategy so that young people, victims, and families meaningfully inform the development of services.

Support practice improvement identified via self-assessment, audit outcomes, service user feedback, performance data and the findings of the YJB, other YOT's and research evidence.

Ensure the service is appraised of developments in evidence-based practice so that Kent Youth Justice are up to date and are working in the most effective way to support young people and victims.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Practice & Development Officer – Policy and Partnership (Youth Justice)*

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	No specific qualification required
EXPERIENCE	<ul style="list-style-type: none">• Developing collaborative relationships with partners to effectively develop, monitor and improve services• Analysing, observing, and auditing case work and practice to identify good practice and areas for development• Writing comprehensive, concise, and clear reports, policy, and guidance for a range of audiences• Supporting the management of change and ensuring consistency across a dispersed and complex partnership structure.• Excellent communication skills in all forms
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to develop clear, comprehensive, and coherent policy, guidance and strategy which translates into service delivery• Ability to grasp complex issues and manage conflicting agendas• Self-motivated and ability to work independently and as part of a team• Willingness to take initiative to keep up to date on latest research to support the improvement of the service• Reliability and honesty, which builds trusting and effective relationships with partners and practitioners
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of how working with adolescents is different to working with children and adults, and a good knowledge of relevant theories and evidence-based approaches• An aptitude for using a range of systems and applications for auditing, reporting, and producing flowcharts and illustrative guidance• Detailed knowledge of theory and evidence-based practice relating to young people in the youth justice system.• An ability to analyse, scrutinise and identify remedial actions to address quality and quantity, adhere to standards, identify emerging issues, and tackle disproportionality.

**BEHAVIOURS AND
KENT VALUES**

Kent Values:

Open:

Work in new ways

Invite contribution and challenge:

Work collaboratively to find new solutions.
Actively encourage and expect contribution

Accountability:

Focused on outcomes.
Take personal and professional responsibility for your actions
and performance