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# Job Description

**Role Profile**  Youth Justice Service Practice Manager

**Service/Team** \_ Childrens Services

**Reports to** \_ Team Manager

**Responsible for** \_ Youth Justice Officers / Youth Justice Workers

**My job improves the quality of life for the people in the Pan Dorset Area by leading a team of youth justice practitioners to enable them to support young people involved in the youth justice system, in order to reduce the risk of offending or re-offending and manage safeguarding risks relating to the young person’s welfare as well as the safety of the public.** .

**Job Overview**

The post holder will contribute to the management of the pan-Dorset Youth Justice Service (YJS) to ensure the team delivers its statutory responsibilities for youth justice. Key objectives include: to develop and manage service delivery by the multi-agency team working across local authority boundaries to ensure that service priorities are achieved, including statutory obligations, national and local quality standards, and performance targets; to manage operational work to achieve good outcomes for young people and victims, including the reduction of risks posed to and by young people; to take the lead role for specific areas of the YJS’s work; to represent the service in work with local authority Children’s Services teams, criminal justice agencies and other external partners.

## Key Responsibilities

* To provide operational and managerial support and direction to staff within the Pan-Dorset YJS including commissioned services.
* To provide expert advice to team members and external partners in respect of youth justice matters and to exercise sound judgement.
* To contribute to effective quality assurance and performance management systems, which meet expected local and national standards and drive continuous improvement.
* To ensure that services are delivered through effective integrated and joint working with partner agencies and service providers.
* To deputise for the Team Manager in their absence, including representing the Team Manager at external meetings.
* To ensure that team members maintain prompt, full and accurate case records and to contribute to the collection, interpretation and use of performance information.
* To supervise staff in line with YJS policy and procedures, both for staff directly managed by the post holder, and for those managed by the post holder’s supervisees; to work with partner agencies to ensure the effective and integrated line management of seconded staff
* To contribute to the annual team plan and to take a lead role in its delivery, including ownership of specific priority areas.
* To ensure the effective and ongoing involvement of young people and other service users in the design and delivery of services for which the post holder is responsible.
* To contribute to the YJS response to national youth justice initiatives and to take a lead role in implementation.
* 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.
* To ensure prompt and appropriate allocation of work within the team
* To promote and ensure high standards of practice in relevant aspects of the team’s work.
* To ensure that effective safeguarding practice is undertaken by team members, including effective inter-agency working, in order that the highest standards are maintained for protecting vulnerable children and young people from harm; to deputise for the team manager to convene and chair multi-agency risk meetings for the accurate assessment and safe management of risk to children.
* To ensure that team members practise effective risk management, to protect the public from harm and to reduce re-offending; to deputise for the team manager to convene and chair multi-agency risk meetings for the accurate assessment and safe management of risk to the public.
* To represent the YJS in operational liaison with local authority Children’s Services, criminal justice agencies and other relevant partners, and to attend formal meetings in specific practice areas on behalf of the YJS.
* To undertake and ensure the effective management of staff in accordance with Council’s and other appropriate employing body’s human resource, health and safety and financial, and all other relevant policies and procedures.
* To effectively manage all resources, people, property and information so that service levels can be maintained and improved.
* To adhere to the Council’s Equality and Diversity Policy, both in delivery of services and in the treatment of service users and staff.
* To carry out the duties and responsibilities of the post with full regard to the promotion of and compliance with Council’s policies.

## Specific Qualifications and Experience

* Significant knowledge and direct experience of managing risk and safeguarding in relevant setting (eg youth justice, childcare social work, Probation).
* Ability to work effectively across agencies and professional groups, building and sustaining positive working relationships.
* Ability to improve staff performance through supervision, use of information, and gaining staff commitment to best practice.
* 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.

## Personal Qualities & Attributes

* Good analytical and quality assurance skills, with the ability to exercise sound judgement.
* Ability to articulate complex issues simply and effectively; high standard of communication skills (speaking, listening, writing)
* Ability to manage and supervise staff in a multi-agency team, including effective workload allocation and management.
* Excellent organisational and management skills
* Ability to identify and promote best practice and to enable workforce development.
* Ability to develop and implement policy and procedures.
* Ability to effectively manage resources and infrastructure.

## Job Requirements

* Relevant professional qualification including element of assessed practice (eg Social work or Probation - social work qualification requires current Health and Care Professions Council registration)
* Subject to an enhanced DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.