

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

Job Title:	Restorative Justice Worker
Salary:	£33, 366 - 36,124 per annum
Grade:	9
Hours:	37
Team:	Youth Justice
Service Area:	Children, Education and Families
Primary Location:	<p>County-wide across Oxfordshire</p> <p><i>Please note we are actively looking at our ways of working using everything we have learned and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i></p>
Budget responsibility:	N/A
Responsible to:	Senior Practitioner (Restorative Justice)
Responsible for:	N/A
Political Restricted Post:	No

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department. Enable the directorate to deliver integrated, customer focused services which improves outcomes for children, young people and families by:

- Contributing to the work of the Youth Justice and Exploitation Service in reducing the risk of young people reoffending, in the context of managing their risk and vulnerability issues, and addressing risk to the public.

- Contacting and consulting with people harmed by youth crime to hear about the impact of the crime, to ascertain their needs and wishes and to ensure appropriate support is in place.
- Facilitating restorative processes with young people who commit crime and those they have harmed, promoting the benefits of involvement and reparation for victims, young people and the community.
- Carrying out this work in accordance with the statutory framework and relevant legislation, Youth Justice Board Guidance and minimum standards and in partnership with relevant colleagues.
- Contributing to development and implementation of best practice in restorative approaches in OCC

This post holder is responsible for ensuring that all County Safeguarding and Child/ Vulnerable Adult Protection policies are adhered to and concerns are raised in accordance with these policies

## Job Responsibilities

**This is a list of the main duties or tasks that the post holder will be expected to undertake.**

1. To make contact with people harmed by youth crime and their families by telephone, letter and home visits to offer information, support and opportunities for involvement in restorative justice.
2. To refer people harmed by crime to victim support and other services when appropriate and develop referral processes with relevant organisations.
3. To work directly with young people who have offended, including those with complex needs and high levels of risk and vulnerability, to deliver restorative interventions, working with other parents/carers and partner agencies as appropriate.
4. To work collaboratively with all parties in the aftermath of a crime to mitigate the risk of recurrence and further conflict and to ensure victim safety is paramount to the work of the YJES.
5. To develop and evaluate restorative processes and support victims in having a voice in shaping service delivery and facilitating feedback from victims.
6. To develop and undertake effective victim awareness sessions with young people where the victim does not wish to be involved.
7. To prepare for and facilitate restorative meetings, conducting risk assessments, co-creating plans and arranging venues, refreshments, etc. To carry out evaluation following the restorative process.
8. To record all contacts on the appropriate database and prepare statistical data and reports regarding restorative justice outcomes to Youth Justice Service management.
9. As a member of the YJES team, to work to achieve the aims of the service youth justice plan and relevant team plans. To work to YJES and OCC policies and procedures.
10. To attend and represent the YJES at appropriate meetings including the Minthouse Community of Support and Practice and Thames Valley Restorative Justice Network.

11. To undertake Office Duty work for the YJES on a rota system, responding to internal and external calls including Appropriate Adult requests and MASH enquiries and operating the lone working system by logging staff in and out from home visits.
12. To work effectively alongside colleagues from other professional disciplines in the YJES and partner agencies.
13. To lead on delivery of training in restorative practice for the YJES, our volunteers and wider partners and acting as a point of contact on restorative justice for OCC.
14. To ensure that the YJES are kept up to date with national and local developments in relation to restorative justice and work with victims.
15. To ensure that a positive and proactive approach is taken with regards anti-discriminatory practice and children's rights in all areas of our work.

**Teamwork:** Be an effective team member by:

- Supporting the recruitment, induction, supervision and learning of others as required
- Providing cover for colleagues during periods of annual leave and absence from the office
- Applying your knowledge and feedback from others to contribute to service improvement
- Attending and participating in meetings as required to support the needs of the service including taking a lead role as 'champion' for a service process, system or development area
- Undertaking such other duties as may reasonably be required of you commensurate with your grade and as required to support the business including maintaining business continuity and during civil emergencies.

**General accountabilities**

- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a health and safe working environment
- Maintain a secure, accessible and fit for purpose work area
- Ensure that all duties and services are provided in accordance with the County Councils standards, policies and procedures

**Role specific**

- Understand the core business of the office/directorate and contribute to its development
- Develop the necessary skills and knowledge to be flexible in support of the development of the Directorate and the wider organisation

The nature of this post will require flexibility to meet urgent service needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to

be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Any other duties as may be deemed necessary to carry out the full remit of the role.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

<b>Essential Criteria</b>	<b>Assessed By:</b>
<b>Educational achievements, Qualifications, Training and Knowledge:</b> Educated to A-Level or above and have a good demonstrable understanding of restorative justice.	A, D
<b>Experience:</b> <ul style="list-style-type: none"><li>• Recent experience of direct work with young people and their families.</li></ul>	A, I

<ul style="list-style-type: none"> <li>• Experience of working in a complex and dynamic environment</li> <li>• Proven ability to work effectively to deadlines and managing own time</li> </ul>	
<p><b>Job related aptitude and skills:</b></p> <ul style="list-style-type: none"> <li>• Able to assess safety concerns and needs in respect of young people, victims and the public.</li> <li>• Able to competently represent the YJES in a range of formal settings, particularly the Court.</li> <li>• Excellent communication skills - verbal and written.</li> <li>• Good interpersonal skills and ability to build a rapport with young people and work sensitively with those who have experienced harm through youth crime.</li> <li>• Good IT and record-keeping skills.</li> <li>• Good self-organisational skills.</li> <li>• Able to act in an appropriate manner and with discretion in respect of managing confidential and sensitive information.</li> </ul>	A, I
<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Resilient &amp; empathetic.</li> <li>• Able to maintain an effective work/life balance.</li> <li>• Able to work calmly and pragmatically in a crisis.</li> <li>• Commitment to children's and victim's rights and participation.</li> <li>• Excellent interpersonal skills</li> <li>• Perspective taking and self-awareness</li> <li>• Ability to work alone, as well as working co-operatively as a team member</li> <li>• Able to deal with work of a confidential and sometimes distressing nature</li> </ul>	A, I
<p><b>Essential:</b></p> <p>Satisfactory Standard Disclosure and Barring Service check</p>	D
<p><b>Equal Opportunities:</b></p> <p>Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.</p>	A, I
<p><b>Desirable Criteria</b></p>	<b>Assessed By:</b>
<p><b>Educational achievements, Qualifications, Training and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of restorative justice.</li> <li>• Range of training experiences regarding work with people harmed by youth crime.</li> <li>• Relevant professional qualification such as Professional Certificate in Effective Practice (Youth Justice)</li> <li>• Knowledge of the range of services available for victims, children and families.</li> <li>• Knowledge of risk factors associated with youth crime.</li> </ul>	A, D
<p><b>Experience:</b></p>	A, I

<ul style="list-style-type: none"> <li>• Experience of direct work with young people at risk of offending or involved in offending and their families.</li> <li>• Experience of working in a criminal justice setting.</li> <li>• Experience of working with victims of crime.</li> <li>• Experience of restorative justice.</li> </ul>	
<b>Job related aptitude and skills:</b> <ul style="list-style-type: none"> <li>• High level ICT skills</li> </ul>	A, I
<b>Personal qualities:</b> Willingness to undertake training relevant to the role for continuous professional development	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		