**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: | Youth Justice Probation Officer |
| Salary: | £38, 220 |
| Grade: | Grade 10 |
| Hours: | 37 hours per week |
| Team: | Oxfordshire Youth Justice Service |
| Service Area: | Youth Justice Service |
| Primary Location: | *Please note we are actively looking at our ways of working using everything we have learnt 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* |
| Budget responsibility: | N/A |
| Responsible to: | Senior Practitioner / Assistant Team Manager - with quarterly joint supervision with the Probation Service |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

|  |
| --- |
| As a Probation Officer within Oxfordshire’s Youth Justice Service you will supervise a case-load of children subject to both community and custodial disposals and be responsible for assessing and managing risk and need in line with the YJB’s National Standards and Case-Management guidance and relating legislative frameworks.  The primary function of this role is to support children aged 16+ and above in transition from youth to adult services. You will need to have recent knowledge and experience of Probation processes and systems and be confident in supporting older adolescents as they transition between youth justice and Probation, both in the community and in custody. You will need to have good knowledge of relevant services in Oxfordshire that our young people can access as they transition into adulthood to support their identity development, social, cultural, health and well-being needs.  The role includes assessment, planning, report-writing and intervention delivery directly with children and families. The main aim of the role is to supervise children in line with YJB and HMIP guidance and frameworks, whilst maintaining a strong focus on desistance and strengths-based practice.  Knowledge of child safeguarding and public protection is essential for this role.  We see children as children, and you will be required to maintain excellent knowledge of the current challenges facing our children and be a strong advocate for their rights in line with the YJB Child First principles. You will be expected to develop and maintain your knowledge of the youth justice agenda and ensure your continuous professional development.  You will ensure that services are planned and delivered in a way that maximises participation, is responsive to children’s needs and backgrounds, and contributes to effective safeguarding and reduction of harm.  We work flexibly according to the needs of the children and service. This includes working across the County of Oxfordshire. Case-managers participate in a number of duty rotas, including daytime Office, Court & Bail duties and occasional weekend and bank holiday Court Cover. |

## Job Responsibilities

|  |
| --- |
| Carrying out statutory duties of the Youth Justice Service, which will include:   1. Case management of children assessed as high risk/likelihood of re-offending: assessment, planning and delivery of interventions including specialist work (i.e. harmful sexual behaviour) both in the community and for custodial sentences. 2. Work as part of a multi-agency team across organisational boundaries with key partners to support the needs of the cohort, encourage desistence and prevent reoffending. 3. Provide the team with expert advice and guidance on MAPPA and public protection processes. 4. Act as the key point of contact between the Probation Service and Youth Justice Service. Liaison with the Probation Service to support sentence planning for children due to transition. 5. Prepare reports for Court and for case-management processes such as Referral Order Panels and Breach and information for MAPPA. 6. On site access to the Probation Service systems to help with information-sharing and systems checks. Maintain timely, accurate and concise recording on the YJS Childview database and Ndelius. 7. Acting as referrer/signposting to interventions and services available for adults. 8. Identification of care-leavers and establishment of working links with Social Workers within Leaving Care services to ensure these children/young adults have support in line with their rights and entitlements. 9. Keep up to date with the Probation Service developments, policy & procedures and new legislation and maintain links with the Probation Service link manger and local teams. 10. Provide evidence of any travel and subsistence claims to YJS manager. 11. Understand and follow procedures around Restorative Justice interventions in line with YJS procedures. 12. Act as a point of contact for the Probation Service Victim Liaison Unit regarding cases eligible for Victim Contact Service (VCS) involvement. 13. Providing sentence planning, support and post release supervision for young people serving detention and training orders and other custodial sentences.   14. Acting as Court and Bail Officer as part of duty rota and attending Youth, Magistrates and Crown Courts as a representative of the Youth Justice and Exploitation Service. Providing occasional weekend and bank holiday court cover on a rota basis.  15. Work to YJB National Standards, NPS National Partnership Framework & YJS Quality Assurance processes.  16. Develop and maintain operational links with a range of agencies to ensure effective multi-agency working to achieve the joint aims of the partners involved.  17. Be responsible for the accurate and up to date maintenance of records and files in accordance with Youth Justice & Service procedures and Data Protection legislation using the dedicated YJS/OCC databases and associated recording procedures.  18. Take responsibility for professional development ensuring that knowledge, skills and competencies are up to date.  19. Transport children in your vehicle where necessary to undertake your duties, subject to confirmation of personal car insurance that covers business use and a satisfactory risk assessment.  20. Respect and promote diversity and equality in accordance with service policies and procedures.  21. Undertake such other duties as may be determined within the general scope of this post.  Key Relationships:  Link Manager- Senior Probation Officer, Probation Service  Line Manager – Senior Practitioner/Assistant Team Manager, Youth Justice |

# 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

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| • Recognised professional qualification in Probation and at least 3 years experience of working within the Probation Service  • Recent (within last 2 years) and relevant experience of case-management within criminal justice system  • Valid UK Driving License | Documentation  Application |
| • Excellent written and oral communication skills and ability to adapt communication style for a range of audiences – confidence in presenting in Court setting and in multi-agency meetings  • Experience and skills in assessment writing and management of risk and public protection responsibilities within criminal justice setting  • Experience of partnership-working with range of key partners including Police, Children’s and Adult’s Social Care, Health, Education, Substance Misuse services etc  • Experience in delivery high-quality, individualised evidence-based interventions to address relevant desistance factors to support positive identity development and reduce re-offending risk  • Experience of working in a Court setting and producing high-quality reports for sentencing  • Awareness of differences between youth and adult crimimal justice legislation and sentencing frameworks  • Sound understanding of the principles of effective youth to adult transition in accordance with the YJB Standards for Children  • Skills in effectively engaging with highly vulnerable adolescents who often experience difficulty in accessing support and building trusting relationships  • Excellent listening and observational skills.  • Good IT skills and accurate record keeping  • Excellent self-organisational skills, able to prioritise, meet deadlines and respond to challenges in a calm and solution-focused way  • Experience of working within a performance management framework  • Experience of MAPPA | Application form  Interview  Assessment |
| Desirable Criteria | Assessed By: |
| • Experience of Restorative Justice practice with victims of crime | Documentation |
| • Full understanding of the range of support services available for older adolescents, adults and families within Oxfordshire  • Knowledge of child and adolescent development | Application form  Interview  Assessment |

# 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |
|  | 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).

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

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.