**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

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| Job Title: | Assistant Team Manager |
| Salary: | £48, 710 – 51, 802 |
| Grade: | Grade 13 |
| Hours: | 37 hours per week |
| Team: | Oxfordshire Youth Justice Service |
| Service Area: | Children, Education and Families |
| Primary Location: | Ron Groves House, Kidlington |
| Budget responsibility: | N/A |
| Responsible to: | Team Manager |
| Responsible for: | Senior Practitioners and Case-Managers |
| Political Restricted Post: | N/A |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  The purpose of the job is to support with day-to-day operational management of the multi-agency, multi-disciplinary Youth Justice team and related projects, ensuring effective delivery of statutory youth justice responsibilities. You will be responsible for line-management and supervision of youth justice practitioners in accordance with OCC Passport to Manage processes and Youth Justice frameworks and guidance, including quality assurance and robust oversight of case-work.  You will be responsible for embedding effective practice and providing guidance and support for staff across the service and wider directorate on issues linked to children within the justice system.  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 maintain your knowledge of the youth justice agenda including key issues at a national level and support the Team and Service Managers to translate practice change/development at a local level in a way that meets the needs of Oxfordshire children.  You will support the Team Manager with operational oversight of a range of services to our children, their families, victims of youth crime, our Courts and key partners in the context of supporting desistance and reducing risk to the public as required by legislation and in accordance with guidance.  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 risk. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  This is a list of the main duties or tasks that the post holder will be expected to undertake:  1. Line-management and supervisory responsibility for youth justice practitioners – to include personal supervision and high- management oversight of case-work - exercising all duties as per OCC HR guidance including performance and sickness management.  2. Oversight of allocations and monitoring staff case-loads within the team, including oversight of care-taking and transfers in and out of the team.  3. Support with team co-ordination and development to include driving workforce development plans and assisting with training in areas identified for practice improvement.  4. To monitor quality assurance of recording, intervention and planning, practice, assessment and report writing of the team in line with YJB guidance and put training and development opportunities in place as required.  5. Assist the Team Manager with oversight of youth justice duty cover for the team; ensure adequate resourcing is in place to fulfil statutory responsibilities.  6. Ensure principles of restorative justice underpin all aspects of the work undertaken with young people and their families.  7. To develop and maintain thorough knowledge of youth justice legislation and effective practice and to contribute to the monitoring and evaluation of our services. Oversight of training to the team on areas of practice and play a key role in implementing practice changes.  8. To work in partnership with colleagues and partner organisations around complex problem-solving concerning children and their families and to negotiate solutions and advocate for the youth justice agenda.  9. Represent Oxfordshire youth justice team at regional and national operational meetings and deputise for the Team Manager in partnership forums and meetings as required.  10. Support with oversight of youth justice service delivery in the Youth Court, Magistrates and Crown Courts as required.  10. Undertake quality assurance and audit activity of areas of youth justice practice in accordance with OCC quality assurance frameworks and HMIP/Ofsted inspection frameworks as delegated by the Team Manager.  11. To effectively and safely manage risk of harm to the public, risk of reoffending and children’s safety and wellbeing in all areas of work.  12. To advise the Youth Justice Team Manager and other appropriate professionals of any concerns relating to the safety, welfare and protection of children using designated channels of escalation,  13. Support service delivery of the Annual Youth Justice Plan and underpinning improvement/action plans, including gathering evidence for the YJB KPIs and any reports required by the Youth Justice Management Board.  14. To assist in HMIP and Ofsted inspection readiness activity, to support the Team Manager including providing feedback and data on performance and identifying solutions where any practice issues are identified.  15. Work in accordance with YJB/MoJ guidance & OCC policies and procedures.  16. Develop and maintain links with a range of agencies to ensure effective multi-agency working to achieve the joint aims of the partners involved and in accordance with Child First principles.  18. 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 YJES/OCC databases and associated recording procedures.  19. Organise and chair internal/multi-agency meetings as required.  20. Take responsibility for own professional development ensuring that knowledge, skills and competencies are up to date.  21. Respect and promote diversity and equality in accordance with OCC and service policies and procedures.  22. To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.  23. Undertake Youth Justice Duty Manager tasks as outlined in the OCC/Union agreement.  23. Undertake such other duties as delegated by the Team Manager. |

# 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.

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| Essential Criteria | Assessed By: |
| • Recognised professional qualification  (e.g. NVQ level 5 or above and its equivalent in Youth Justice, Probation, Psychology, Social Work or relevant degree)  • Recent and relevant experience of supervising staff  • Relevant post qualification training and evidence of continuous professional development (eg. supervisory or management training)  • Extensive experience in working in youth justice or related criminal justice field with children and young people | A  A/I  A/I  A/I |
| • Working knowledge of key youth justice legislation and guidance as applied to practice across Youth Justice National Standards  • Current knowledge of relevant issues and developments which influence the youth crime agenda, (including the wider Children's Services e.g. exploitation, extra-familial harm, serious violence).  • An understanding of the underpinning theory around youth justice and a sound knowledge of the risk and practice factors associated with youth crime, exploitation and evidence-based interventions with children and adolescents  • Ability to assess and manage risk of harm, risk of re-offending and safety and wellbeing in accordance with YJB guidance and practice frameworks  • Ability to provide guidance, make defensible decisions and delegate tasks appropriately  • Ability to provide effective supervision and hold staff to account for their performance  • Knowledge and awareness of children’s rights issues.  • Understanding of Youth Justice data systems and frameworks (ChildView). | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| • Excellent written and oral communication skills and ability to adapt communication style for a range of audiences | A/I |
| • Skills in coaching/mentoring/training to support staff in their development and lead on practice areas for the service    • Excellent listening and observational skills.  • Good IT skills and accurate record keeping.  • Good organisational skills, able to prioritise work-load and resources, meet deadlines and respond to challenges in a calm and solution-focused way  • Full UK Driving License | A/I  A/I  A/I  A/I  A |
| Desirable Criteria | Assessed By: |
| • Training in and applied practice experience in Restorative Justice | A/I |
| • Full understanding of the range of local services available for children, young people, parents and carers | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

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

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|  | 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 |

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|  | 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).

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|  | 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 a council 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 |

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|  | Other (please specify): |

April 2022