**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: | Senior Practitioner (Restorative Justice & Victims) |
| Salary: | £46,142 - £49,282 |
| Grade: | 12 |
| Hours: | 37 hours per week |
| Team: | Youth Justice Service |
| Service Area: | Children, Education and Families |
| Primary Location: | Ron Groves House, Kidlington  *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: | Team Manager |
| Responsible for: | Restorative Justice Worker, Reparation & Volunteer Coordinators |
| Political Restricted Post: | N/A |

## Job Purpose

|  |
| --- |
| *A brief overview of the key objectives of the job:*  The Senior Practitioner roles within Oxfordshire’s Youth Justice Service hold a reduced caseload with higher levels of complexity and public protection/safety concerns. This allows capacity for Senior Practitioners to play a crucial function in the learning and development of the team; supporting management with training, workshops, practice development and quality assurance. Senior Practitioners also have lead areas of practice, and this role has lead responsibility for restorative justice and victims within the Youth Justice Service.  This Senior Practitioner role supervises the Restorative Justice Worker and provides monthly reflective case supervision and effective managerial oversight of victim case-work and restorative justice performance.  You will be responsible for driving effective practice around restorative justice and victims and providing guidance and support for staff across the service and wider directorate on issues linked to youth justice and victims within the justice system.  You will provide performance reporting to the Team Manager and Service Manager and support the preparation of information shared with the Youth Justice Partnership Management Board, which plays a lead role in the strategic governance and oversight of work with victims.  You will be required to maintain excellent knowledge of the current challenges facing our children and victims of crime and be a strong advocate for their rights in line with the YJB Child First principles and Victim’s Code.  You will be expected to maintain your knowledge of the youth justice agenda including key issues at a national level and support management to translate practice change/development at a local level in a way that meets the needs of Oxfordshire children and those harmed by their offending.  You will help to ensure that services are planned and delivered in a way that maximises participation with children and victims and is responsive to individual needs and backgrounds. |

## Job Responsibilities

|  |
| --- |
| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  1.To undertake responsibilities and duties to victims of youth crime as outlined in the Victim’s Code and the HMIP Victims Standard. This involves holding a reduced caseload of victims who have consented to be contacted by the YJS following liaison with the Police.  2. Direct work with victims includes delivery of bespoke interventions led by their wishes and needs and ranges from 1:1 support to signposting and onward referrals to other services. This work is usually short-term and focused on the restorative justice process, however, is led by the needs and desired pace of the victim.  3. Provide information on victim impact and ensure their wishes and views are represented in Court Reports and Court Order and pre-Court disposal processes.  4. Maximise every opportunity to ensure that victim’s voices are included and considered in decision-making about the children who have committed offences.  5. Ensure that service delivery in relation to victims and restorative practice is aligned Restorative and Child First principles. All practice should be collaborative, consent-based and in line with OCC’s values of being kind and caring, taking responsibility and equality and integrity.  6. Make necessary referrals to partner agencies where a child or victim requires additional services (in line with our Youth Justice KPIs).  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. To provide training to the team on areas of practice and play a key role in implementing practice changes.  8. Provide support to sessional workers and volunteers. To provide support to other YJS staff including students as appropriate and model positive behaviours as a role-model for the staff team.  9. Assist management with quality assurance and audit activity and take a lead on Restorative Justice & Victim performance. This includes producing performance reports and presenting information to a range of audiences including the Youth Justice Partnership Management Board.  10. Support the management team in devising, delivering and reviewing the Annual Youth Justice Plan.  12. Work in accordance with YJB/MoJ guidance & OCC policies and procedures.  13. 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.  14. Assist with the induction/training of new staff.  15. 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.  16. Take responsibility for own professional development ensuring that knowledge, skills and competencies are up to date.  17. Respect and promote diversity and equality in accordance with OCC and service policies and procedures.  18. Participate in the Youth Justice Management Duty rota, which can include occasional evenings and weekends. |

# 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Recognised professional qualification  (e.g. NVQ level 5 or above and its equivalent in Youth Justice, Probation, Psychology, Police, Health, Social Work) or other relevant degree | A |
| Recent and relevant experience working within the criminal justice system or a restorative organisation | A/I |
| Recent and relevant experience of direct casework with vulnerable children or adults, who may present with complex needs and behaviours | A/I |
| At least 2 years’ experience of management as this role includes line-management responsibilities | A/I |
| Working knowledge of key youth justice legislation and the Victim’s Code | A/I |
| Current knowledge of relevant issues and developments which influence the youth crime agenda, (e.g. extra-familial harm, serious violence, disproportionality, education provision) and the impact on victims | A/I |
| 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/Board forums | A/I |
| Skills in effectively engaging with highly vulnerable children who experience difficulty in accessing support and building trusting relationships; contributing to individualised support and safety plans with a focus on desistance from offending | A/I |
| Excellent listening and observational skills; high level of emotional intelligence and self-awareness | A/I |
| Excellent interpersonal skills and ability to build rapport with a range of different people; values of empathy, respect and compassion are essential |  |
| Good IT skills and accurate record keeping | A/I |
| Good organisational skills, able to prioritise, meet deadlines and respond to challenges in a calm and solution-focused way | A/I |
| Skills in data recording and pulling together performance information for analysis and to inform managerial decision-making and statutory data returns to the YJB/MOJ | A/I |
|  |  |
| Desirable Criteria | Assessed By: |
| Management qualification | A/I |
| Good understanding of the range of local services available for children, families and victims in Oxfordshire | A/I |
| Experience of working within public protection and awareness of statutory responsibilities to victims from Youth Justice Services and the Probation Service | 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 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 |

|  |  |
| --- | --- |
|  | Other (please specify): |