

Wirral Council: Job Role Descriptor

Job Role:	Youth Justice Court Officer
Service:	Wirral Youth Justice Service
Reports to:	Team Leader/Manager
No. of Subordinates:	Contributes to Supervision of Sessional Workers/Volunteers
HR USE ONLY	
Job Role Ref:	PC0080P (B)
Job Family:	
Grade:	PO1

JOB ROLE PURPOSE

Specific

To act as the official representative of the Youth Justice Service at Court providing advice and assistance to the Courts, other agencies and young people and their families and the lead the work of the team on a day to day basis.

General

To contribute to the overall strategy for the Youth Offending Service. To work with partner agencies, to ensure that the work of the team is effective in preventing and reducing youth crime and achieves best value in its practice. To help achieve the objectives of the Youth Justice Plan, developing services that promote the interests of young people and that protect the interests of the community, by seeking to prevent and reduce offending behaviour by young people.

KEY TASKS

1. To lead the court team in terms of non-supervisory tasks including drawing up monthly rotas for the staff team, chairing team meetings, taking a lead in decision-making in relation to the day to day work of the team, facilitating the development of the team and its work and reporting back to court leads for the five boroughs.
2. Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers.
3. Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and planning and information to Court . To undertake and manage specialist assessments if identified, as required by Legislation, Related Guidance and National Standards
4. Accurately record and critically analyse information, following organisational policies and meet organisational responsibilities for safeguarding.
5. Work across organisational boundaries and contribute to the work of established and developing multi agency teams, applying your skills, knowledge and professional judgement within the council and agency requirements helping to ensure seamless service responses to individuals with multiple needs.

6. To intervene and advocate on behalf of young people to ensure that their rights are adhered to, both at the point of arrest and in subsequent proceedings in Court
7. To attend Crown Court and Magistrates Court to represent the wider Merseyside Court Team when required.
8. To undertake training with the wider Youth Justice Service team when required on Court skills and presentation at Court.
9. To provide a Court Duty Service in the Youth Court and to attend Criminal and Civil Courts, as required.
10. To prepare Stand Down Reports, occasional Pre-Sentence and other Reports for Court and to attend Court as a Representative of the Youth Offending Service, to provide verbal or written information to enable the Courts to make appropriate decisions about remand and sentence.
11. To be responsible for the management of data relevant for Wirral Youth Justice Service and feed back to Youth Justice Management Board and Senior Leadership Team when required.
12. To ensure Risk of Harm to Others and the safety and wellbeing of the young person is appropriately assessed and Policy Procedures are adhered to.
13. To work with young people and their parents/careers who are at present at Court.
14. Contribute to the supervisory process and feedback to Wirral Youth Justice Case Managers under their jurisdiction to make decisions on their outcome in conjunction with their Manager.
15. Undertake statutory duties relating to Safeguarding concerns in accordance with Child Protection Procedures.
16. Work independently and demonstrate an ability to adapt their approach to more complex cases.
17. To demonstrate a clear commitment to Restorative Practice, promoting participation of victims through appropriate consultation and involvement in Youth Justice Processes and promoting victim awareness in all work with young people.
18. To contribute to the recruitment, training, supervision and support of Sessional Workers and Volunteers working with the Service.
19. To contribute to the monitoring, research and evaluation of Services and the Service, in order to assess the effectiveness of the Service.
20. To develop the Local Authority's commitment to Equal Opportunities and to promote Anti-Discriminatory Practices in all aspects of work undertaken.
21. To practice within a framework of National Standards and Objectives, as identified by the Youth Justice Board for England and Wales, CYPD, and in accordance with statutory responsibilities under the Children Act 2004.
22. To participate in a Duty System as required.
23. To work occasional evenings, weekends and Bank holidays as and when required by the service to support the Merseyside Court Team.

24. To participate in Supervision and Performance Management with the Line Manager.
25. To attend Team Meetings and participate in Staff Development and Training.
26. To undertake any other duties consistent with the grading of the Post which may become relevant, dependent on the exigencies of the overall Youth Offending Service and as directed by the Service Manager of the Youth Offending Service

KEY RESPONSIBILITIES

People

Working with individuals, families, carers/carer groups and communities within organisational and local multi-agencies, enabling them to contribute toward service planning, critically review, clarify and express their needs, evaluate the outcomes of support and safeguarding plans, identify and agree changes and determine responsibilities for implementation.

Undertake work with children and families in order to prevent young people from offending and reduce re-offending, using appropriate assessment tools and Multi Agency Consultation.

Communicate effectively with individuals, families, carers and other professionals to negotiate and produce personalised focused planning and assessments that improve young people's outcomes

Create and maintain appropriate relationships with individuals, families, carers, other professionals, colleagues, groups and communities that promote equality and trust.

Ensure a duty of care and the safeguarding of adults and children, families and carers in ways that balance promotion of wellbeing, independence, choice and control with the need to protect people from risk.

To liaise, discuss and advise Senior Managers of Case Management / individuals when asked to for the purposes of Serious Case Reviews and Critical Learning reviews.

Financial

The employee will have a responsibility to ensure that their work complies with all Statutory Requirements and with Standing Orders and Financial Regulations of the Local Authority and to ensure that all work functions are undertaken in accordance with Health and Safety Legislation, Codes of Practice and the Council's Safety Plan.

The inclusive running of the Youth Offending Service, must ensure that its delivery is enshrined within the ethos of Restorative Practice, Best Value and Policies of the Youth Offending Service and the Youth Justice Board.

To work with partner agencies to use resources appropriately and cost effectively within the Financial Regulations to increase best value for services and outcomes for young people and families. To challenge partner agencies in appropriate use of resources and outcomes, for example Police, Court and Youth Offending Services.

Strategic

Must be aware of and adhere to Strategic Policies / Procedures / E-Learning etc

Resources

Provide interventions which ensure Value for Money

Planning and Organising

Plan, review and organise workload in conjunction with Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Demonstrate an ability to organise and prioritise workload and manage conflicting priorities within their caseload.

Decision Making

Work within agreed Policies, Procedures and Legislation.

Work to a range of Legal Options to support investigation and protection.

Working with more complex situations the Post Holder at this level is expected to undertake cases independently and demonstrate an ability to adapt their approach accordingly.

Exercise high quality judgements in situations of increasing complexity, risk, uncertainty and challenge

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Evidence of training in related areas
- A good standard of education

Knowledge & Skills:

- Good oral and written communication skills
- Good advocacy and negotiation skills

- Interviewing skills
- Service planning skills, including assessment, monitoring and review
- Working with challenging behaviour
- Working to deadlines, targets and objectives
- Ability to work as a member of a team
- Demonstrable commitment to equal opportunities and anti-oppressive practice
- Commitment to a young person-centred approach
- Commitment to restorative justice principles
- Commitment to working as part of a multi-agency service
- An understanding of the factors which contribute to young people becoming involved in offending

Experience:

- Substantial experiences of direct work with young people and their families
- A minimum of 2 years' experience in working with the criminal court setting
- Experience of working in a team
- Collaborative work with other agencies
- Working in an anti-discriminatory and anti-oppressive manner

Desirable Criteria

Qualifications:

- Recognised professional qualifications in a discipline related to the work of the Youth Offending Service, such as a Social Work, Probation, Youth and Community Work, Education.

Knowledge & Skills:

- Group work skills
- Knowledge of relevant legislation, including Crime and Disorder and Children's legislation
- Knowledge and understanding of the principles of restorative justice
- An understanding of and a personal commitment to the Vision and Values of Wirral Borough Council
- Information technology skills

Experience:

- Direct work with victims
- Working with sessional workers and volunteers

ADDITIONAL WORK ELEMENTS

Willingness to work occasional evenings.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

A handwritten signature in black ink, appearing to read 'A. King', is written over a horizontal line.

Date 30.9.20