

# Youth Offending Service Officer

## Grade 9

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Staffordshire Youth Offending Service (SYOS) operates as one of the Youth Offending Services across England and Wales and is an integral part of the Youth Justice System. Within Children and Families Directorate, SYOS is an integral part of the Futures Matter multi-agency specialist support teams, with the SYOS Lead reporting directly to the Head of Futures Matter who provides management oversight and is line-managed by the Assistant Director for

Children’s Social Care and Deputy Chief Executive, who reports directly to the County Council’s Chief Executive Officer.

The primary aims of the Youth Justice System are:

- a) Prevent offending
- b) Reduce re-offending
- c) Ensure the safe and effective use of custody
- d) Increase victim and public confidence

### **Reporting Relationships**

**Responsible to:** SYOS Operations Manager (Youth Justice)

**Responsible for:** N/A

### **Key Accountabilities:**

1. Manage a range of children referred into SYOS including both statutory and non-statutory orders/outcomes. Work should be prioritised in accordance with level of identified need of the child and wider community. This to be undertaken in line with Policies and Procedures, and all relevant Youth Justice National Standards and legislation.
2. Plan, carry out and monitor all activities required for individual children and families to ensure that they achieve their assessed outcomes. This includes working directly with children referred to SYOS, through a range of effective strategies and support to prevent reoffending.
3. Regularly review a child’s progress against agreed aims. Utilise all information available including feedback from child and parent/careers during any such reviews. Ensure that individual plans are updated to reflect such reviews.

4. Act as Court Officer, Duty Officer, and Appropriate Adult in line with Service requirements.
5. Contribute to the development of Restorative Justice and devise and operate systems to ensure all Restorative Justice activity is completed in line with requirements.
6. Maintain children's records in line with Directorate policies and procedures.
7. Participate in regular supervision or consultation with the SYOS Operations Manager (Youth Justice), ensuring that they are always made aware of significant issues in children and families.
8. Provide high quality and timely assessments and reports (including PSR) in the agreed format for Courts, Referral Order Panels, Conferences, Statutory Reviews and any other forum as directed by the SYOS Operations Manager (Youth Justice).
9. Work in partnership with colleagues within the Directorate and outside agencies in order to safeguard and achieve identified outcomes for vulnerable children and families in their service area.
10. Availability to work out of hours including evenings and weekends and to work flexibly (including the use of touchdown bases to support agile working) in order to meet the needs of the children and their families.
11. Ensure the County Council's Human Resources policies and procedures are adhered to including attendance management, whistle blowing, bullying and harassment, grievances, capability and disciplinary issues.

12. Ensure that the area of service is underpinned by adherence to the County Councils and statutory equality policies and gives due attention to issues of diversity.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

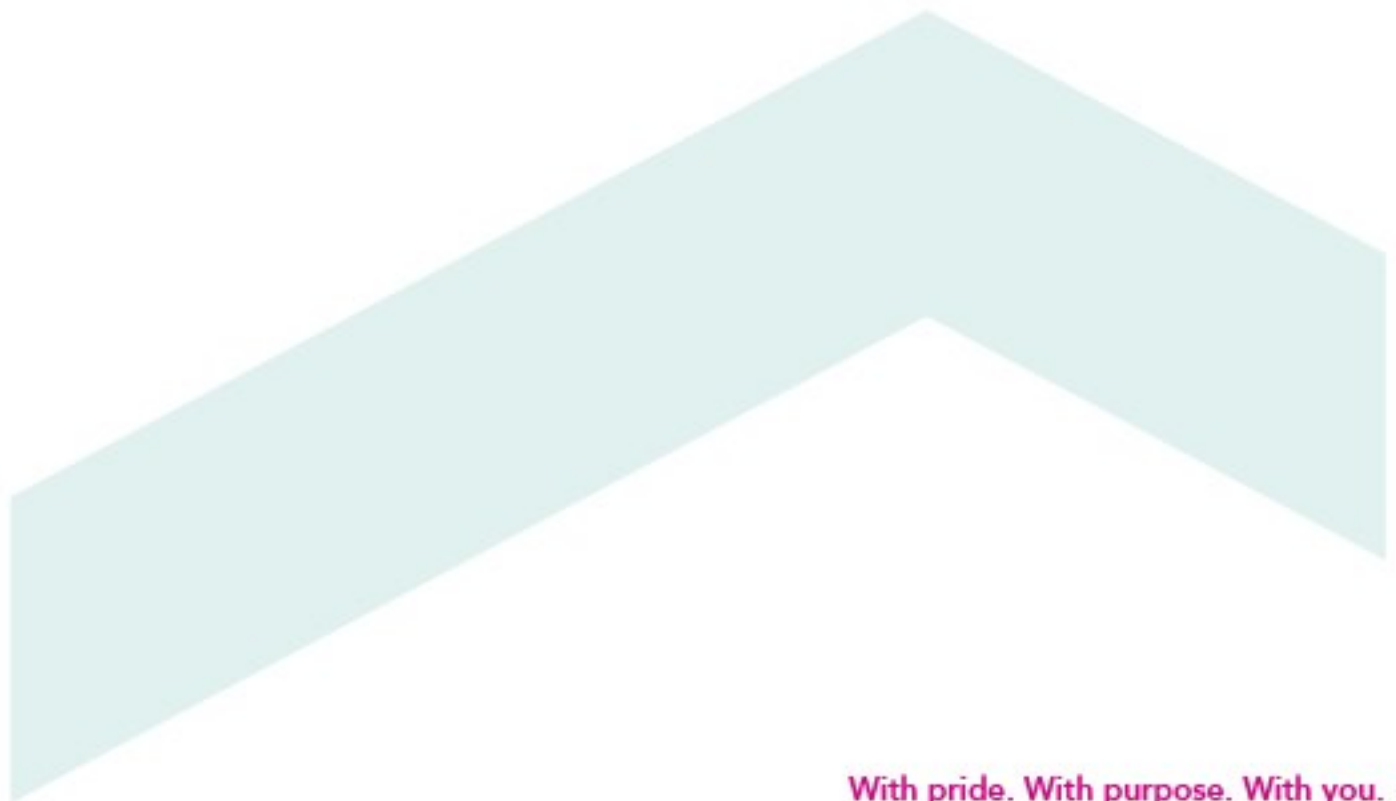
### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

### **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.













**Person Specification**

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
 	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• A relevant professional qualification: e.g. DipSw / CQSW or Dip PS, Degree in Youth Justice OR Significant relevant experience within Youth Offending or Children’s Social Care.</li> <li>• It is preferred, but not essential, that Qualified Social Workers are registered with the Health and Care Professions Council</li> </ul>	<p>A/I</p> <p>A</p>
    	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children and families</li> <li>• Experience of inter-agency work</li> <li>• Ability to work under pressure and to high professional standards</li> <li>• Fundamental knowledge and understanding of legislation applicable to the Youth Justice sector</li> <li>• Demonstrable Knowledge of the range of pre / court disposals</li> <li>• Understanding of theory and methods of intervention with children people who have offended</li> <li>• Understanding of child first principles in relation to Youth Justice</li> <li>• Sound Understanding of effect of trauma in childhood and the impact on child development</li> <li>• Ability to work within courts and a diverse range of settings to promote effective practice</li> <li>• Experience of devising and delivering group work</li> <li>• Ability to manage caseload and conflicting priorities</li> <li>• Evidence of good working relationships with children</li> <li>• Awareness of needs of children / families in multi-cultural society and commitment to equal opportunities and anti discriminatory practice</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> <li>Knowledge and application of risk management principles and processes</li> </ul>	
    	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to develop positive working relationships with children and families.</li> <li>Ability to develop positive working relationships with staff and partners which are consistent with enhancing Service delivery</li> <li>Proven track record of using assessment, planning and review process in meeting the needs of children and families and public protection</li> <li>Ability to write analytical reports to a high standard and maintain accurate records</li> <li>Ability to work as a member of a team and individually</li> <li>Ability to enhance staff development and personal willingness to undertake personal development /training</li> <li>Flexibility to encompass change</li> <li>Commitment to equal opportunities and anti discriminatory practice</li> <li>Commitment to work with children and young people to realise outcomes</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Hours: 37 Hours Flextime between 8am and 8pm with some weekend and Bank Holiday working</li> <li>Subject to DBS check</li> </ul>	<p>A/I</p> <p>A/I</p>



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing team on 01785 237800**