



## Cumberland Council

### Post Specification

<b>Date</b>	<b>February 2024</b>
<b>PG Number</b>	<b>8185</b>
<b>Post Title</b>	<b>Assistant Team Manager Youth Justice</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD15</b>
<b>Final Grade</b>	<b>Grade 16 (inc JWC's)</b>

To be read in conjunction with the job family role profile

#### Service Area description

This post sits in the Youth Justice Service, in the Early Help sub directorate of Children and Family Wellbeing .

#### Purpose of this post

- To improve outcomes by managing the delivery of a range of quality assured services for families, children and young people, and victims of youth crime, through a multi-agency service
- To support the day to day running and operational delivery of the area Youth Offending team
- To contribute to the implementation of Cumbria's Youth Justice Plan to secure the delivery of local services to meet Youth Justice Board agreed National Standards.
- To have responsibility for specific areas of practice initiatives and development of operational performance.

#### Key job specific accountabilities

1. To improve outcomes for Children and Young People involved in the criminal justice system, by listening to the voice of the child, young person and their families and carers, understanding their needs and working together to agree how these needs will be met with the right help and support.
2. To provide operational support to the Team Practice Manager on a day to day basis and to deputise for the Team Practice manager when required.
3. Provide supervision and support, guidance, consultation, coaching and mentoring for Youth Justice Service staff
4. To assist the Team Practice manager in the identification and management of risk within individual and multi-agency contexts.
5. To undertake Quality Assurance on Assessments and Reports and to contribute to the team and directorate audit process
6. To be responsible for the management of incoming work including prioritisation and allocation, through caseload management of team members, reviews, and closure of cases
7. To build and maintain links with local partner agencies that promote the service and encourage joint working relationships to enhance high quality service outcomes
8. To maintain a knowledge and expertise of the work of the YOS and to contribute to the development of services and best practice which support the delivery of quality services

Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide line management to approximately 7 staff</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Recognised professional qualification or degree/diploma level qualification or equivalent in a relevant subject area i.e. Criminal justice and or Social welfare</li> <li>• Significant operational experience in a relevant Youth Justice setting, including experience of working within the Court setting</li> <li>• Significant case management experience in a Youth Justice or related field, including experience of Assessment, Case Management and planning in complex cases</li> <li>• Working in a multi-agency team/environment, effective Work in a multi-agency context with internal and external colleagues on day to day service issues – sharing and co-ordinating resources</li> <li>• Effective Work in a multi-agency context with internal and external colleagues on day to day service issues – sharing and co-ordinating resources</li> <li>• Experience of assisting performance improvement and addressing shortfalls</li> <li>• Significant experience of working with other agencies to improve outcomes for children</li> <li>• Significant experience of working in partnership with service users</li> <li>• Understanding of policies, statutory guidance and legislation in respect of Youth Justice agenda</li> <li>• Excellent communication skills</li> <li>• Organisation of own and others work to meet standards and timescales</li> <li>• Ability to deliver training</li> <li>• Ability to use IT appropriately to support function</li> <li>• Professional integrity, reliability and consistency</li> <li>• Adaptability</li> <li>• Good time management and ability to prioritise to meet deadlines</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post requires a DBS check.</li> <li>• The level of check required is: <ul style="list-style-type: none"> <li>◦ DBS Enhanced - Children &amp; Adults</li> </ul> </li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• High - Dealing with distressing and challenging situations and behaviour of children, families, carers and other service users</li> <li>• The work will involve some risk to personal safety through working with parents and/or young people whilst under significant stress and decisions that may have a significant impact on the child and family</li> <li>• Collating complex and confidential information</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Some general or abusive language and aggressive behaviour directed at post holder</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Flexible working hours including evening and weekend working in line with service requirements.</li> <li>• Requires ability to travel independently to undertake duties on a regular basis</li> </ul>	