

Job Description

Job title	Practice Manager
Directorate	Children and Adults
Team	Youth Justice Service
Grade	6

Main job purpose:

To support and develop the quality of practice delivered to children in the Youth Justice system by the Medway Youth Justice Team. To be responsible for the efficacy of the assessment, planning and interventions delivered to children in the Youth Justice system.

To enable the team to achieve best practice in the delivery of youth justice interventions, meeting the national standards of the Youth Justice Board and the inspection criteria of the inspectorate. To maintain the teams' standards of practice in respect to national developments in Youth Justice and safeguarding practice.

Responsibilities:

To provide consultative and supervisory support to a multi-agency group of staff within the Youth Justice Team (YJT). The YJT works with children aged 10 to 17 who are either at risk of offending or are already in the youth justice system.

To provide a key role in team development, both in terms of developing the teams professional practice, but also in terms of developing the support and wellbeing within the team.

Deliver professional expertise, skills and advice to both clients and other practitioners to ensure a high-quality service that meets agreed policies and practices within youth justice and children's social care.

To hold a caseload of complex and high-risk cases.

To have responsibility for the professional standards within the team. This will include a role in quality assurance, professional supervision and staff training and support.

The post holders will be required to deputise and must have the skills to represent the local authority in key strategic forums as directed by their Youth Offending Team Manager. They will be able to demonstrate that they have the experience of this level of representation.



The post holder will form part of the YJT Management Group and will take part in the duty manager rota.

The post holder will adhere to and uphold the codes of conduct set out by Medway Council.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives/targets.

To participate in one-to-one Performance Development Reviews and contribute to the identification of own and team development needs.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.



Organisation:

This role reports to the Youth Justice Team Manager.

The post holder will be required to line manage others in the team and act as a full member of the YJT management team.

The post holder will be required to initiate and develop good working relationships with Children's Services colleagues through regular contact with Children's care teams at all levels. Develop good working relationships with colleagues within partnership agencies.

The job involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.

Working Style:

Hybrid working – a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially from home.

The post holder will be required to visit partnership agencies and other locations ie. client's homes and the youth court.



Person Specification

All criteria are considered essential unless stated otherwise.

QUALIFICATIONS

Level A

- Educated to degree level. Degree in relevant subject e.g. Youth Justice, Youth Service or Probation

Level B (in addition)

- Practice Educator qualification or equivalent experience in managing, and/or supporting, and training staff in the workplace.

Level C (in addition)

- A recognised management qualification (Degree level).

KNOWLEDGE

Level A

- Knowledge of youth justice legislation and national standards.

Level C (in addition)

- Extensive knowledge of youth justice legislation and national standards.

EXPERIENCE

Level A

- Experience of working with young people and/or in a criminal justice setting.
- Experience in undertaking direct work with children and young people and be able to evidence understanding of the child's lived experience.
- Experience of undertaking creative and innovative work, responding to the needs of children and young people in the youth justice system
- Experience of improving professional practice within a team setting, through training, teaching, coaching and/or quality assurance processes.
- Experience in undertaking direct line management of others with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors.

Level B (in addition)

- Significant experience of working with young people and/or in a criminal justice setting.
- Significant experience in undertaking direct work with children and young people and evidencing the child's lived experience.
- Significant experience of undertaking creative and innovative work, responding to the needs of children and young people in the youth justice system.



Level C (in addition)

- Extensive experience of working with young people and/or in a criminal justice setting.

SKILLS

Level A

- ICT Skills. Proficient in the use of MS Office.
- Able to manage complex projects, assessing and taking account of known risks and adapting to changes along the way.
- Able to respond to the immediate needs of children and families either directly or through brokerage with other agencies.
- Developed communication skills. Confidently presents varied information to a range of audiences.
- Able to work on own initiative.
- Commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.

Level B (in addition)

- Provide a range of services that are flexible, innovative and responsive to immediate needs of children and families either directly or through brokerage with other agencies, but facilitating the change within the families.

