

## Job Description

Job Title	Practice Manager – Court Services
Grade	HAY 11
Reports to	Operations Manager – Court Services
Business Unit or Division	Youth Offending Service
Department	Children's Specialist Services

### 1. Purpose of the job

- 1.1 To act as a senior social work professional in the assessment, case planning and review functions of Children's Services. To be responsible for the professional supervision of staff within the social work team
- 1.2 To provide and lead a pro-active service to the Youth Court on behalf of the Youth offending Team and to liaise effectively with all connected with court based services including Sentencers, Clerks, Defence & Prosecution representatives, young people and their families and the Social Services Department.
- 1.3 To be responsible for the development and implementation of functions which enable the department to fulfil its responsibilities under the Crime and Disorder Act 1998, and other relevant legislation affecting young people and their families. To maintain an overview of the Juvenile Justice System and manage specialist workers providing services to a range of courts, appropriate adult services within police stations and pre-court diversions.

### 2. Principal accountabilities

- 2.1 To offer professional supervision, guidance and support to social work staff involved in complex assessment and case management functions and be responsible for directing individual social work staff in the management of specific cases.
- 2.2 To provide and lead a pro-active service to the Youth Court, including the provision of bail information and assessment, vulnerability assessments for young people whom the court are considering remanding into custody, the arrangement of placements for young people remanded into local authority accommodation and the provision of Pre-Sentence Reports as requested.
- 2.3 To liaise effectively with court-based services including Sentencers, Clerks, Defence and Prosecution representatives, young people and their families, escort services and other agencies involved.

- 2.4 To undertake managerial and administrative responsibilities.
- 2.5 To control and have personal input to those cases which are not permanently allocated but which are the subject of regular monitor and review.
- 2.6 To participate in the development and review of staff training and development plans and learning programmes.
- 2.7 To operate team workload management systems to ensure that resources address priority cases and respond to changing needs and circumstances.
- 2.8 To contribute to the development of team and individual work plans.
- 2.9 To contribute towards the appraisal of team and individual service performance against identified indicators.
- 2.10 When appropriate, to directly support staff undertaking complex assessments/developing appropriate packages of care to meet service users' needs.
- 2.11 To negotiate service contracts within prescribed parameters, which ensure value for money and meet the complex needs of service users.
- 2.12 To undertake contract monitoring and regular reviews to ensure that users' changing needs are met and that providers achieve agreed standards of care.
- 2.13 To take responsibility for the service provided by the team making professional and managerial decisions appropriate to the circumstances.
- 2.14 To represent the service at court, child protection conferences, planning and review meetings.
- 2.15 To chair multi-agency meetings as required to determine service delivery, e.g. child protection conferences, statutory reviews, planning meetings (S17 or S47).
- 2.16 To participate in the management of delegated budgets.
- 2.17 To liaise with senior officers of other departments, councils, voluntary and statutory bodies, users and their representatives to ensure appropriate services for users.
- 2.18 To use specialist knowledge to participate in developing practice initiatives at team, business and divisional levels.

- 2.19 Any other duties appropriate to the post and grade, including deputising during the absence of the team manager.

## **Job context**

### **1. Organisation Information**

The Youth Offending Team is an inter-agency service formed in partnership between the Local Authority, Metropolitan Police Service, London Probation Area and Area Southwark PCT, under the provisions of the 1998 Crime and Disorder Act. The team provides a service for/to young people and their families who are involved or at risk of involvement in crime, with the principal aim of preventing offending.

Services are managed with a commitment to quality assurance.

All duties of the post are implemented in accordance with the principles of the Council's policy concerning the management of diversity.

### **2. Internal and External Contacts**

#### **Structure**

Formally reports to Operational Manager – Court Services

#### **Financial responsibilities**

The postholder has no formal financial responsibilities.

#### **Contacts**

The postholder will liaise with a range of statutory, private and voluntary agencies in relation to the provision of services.

### **3. Grade/Conditions of Service**

Governed by the National Conditions of Service for local government employees, amended by the Council as appropriate.

This post is exempt from the Rehabilitation of Offenders Act 1974, and candidates are required to disclose any convictions and consent to police checks prior to an offer of appointment being made.

The post holder is required to uphold the Article 12 of the UN Convention on the Rights of the Child which states the right of any child or young person to be consulted in decision making.

Contractual hours – 36, subject to flexitime arrangements as agreed with management and worked in accordance with the exigencies of the service. Work beyond standard office hours may be required from

time to time.

Out of office work is required.

This post is politically restricted.

## Person Specification

		Essential (E) or Desirable (D)
Knowledge, including educational qualifications:		
1	To hold a Social Work qualification recognised by the General Social Care Council (GSCC) and to be registered with the GSCC, or equivalent	E/S
2	Knowledge of current statutory duties and responsibilities, legislation and policy.	E/S/I
3	Knowledge of the physical, psychological and emotional needs of young people and their families, including the ways in which young people respond and cope with difficulties.	E/S/I
4	Knowledge of Equal Opportunity strategies and how they can address issues in relation to service delivery.	E/S/I
5	Knowledge of the principles of management and supervision.	E/S/I
6	Knowledge of the role of other statutory agencies.	E/S
7	Knowledge of bail supervision programmes, the supervision of young offenders in the community and programmes of through-care.	E/S/I
Experience:		
8	To have significant post-qualification experience of social work practice.	E/S
9	Experience of supervising social work staff (this may include social work students) including task allocation and setting priorities, training and development and formal supervision.	E/S/I
10	Experience of working directly with the client group in a local authority, probation service or recognised voluntary setting.	E/S/I
11	Experience of attending court proceedings, particularly in relation to young people.	E/S

Aptitudes, Skills & Competencies:

- |                                     |       |
|-------------------------------------|-------|
| • Influencing and negotiating       | E     |
| • Monitoring and enabling           | E     |
| • Caring skills                     | D     |
| • Oral communication                | E     |
| • Written communication             | E     |
| • Numerical skills                  | E     |
| • Problem solving                   | E     |
| • Personal organisation             | D     |
| • Change orientation                | D     |
| • Energy and resilience             | E     |
| • Personal integrity                | E     |
| • Self-development                  | E     |
| • Management and supervisory skills | E/S/I |
| • Service development skills        | D     |

Special Conditions of Recruitment:

This post is a Southwark Children's Services appointment direct to the YOT

KEY:                      D Desirable                      I Evaluated at interview  
E Essential              S Short listing criteria              T Subject to test