

## Role profile

<b>Job Title:</b>	Youth Offending Service Officer	<b>Grade:</b>	10
<b>Department:</b>	Children and Families	<b>Post no.:</b>	P000980 / P014583
<b>Directorate:</b>	Individual Customers	<b>Location:</b>	Westside Young People's Centre

<b>Role reports to:</b>	Senior Statutory Manager
<b>Direct reports:</b>	
<b>Indirect reports:</b>	

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

As part of a multi-agency team working to reduce offending among young people, to contribute to the achievement of national objectives in relation to youth offending. These are:

- The swift administration of justice to reduce delay when a young person is accused of breaking the law
- Confronting young offenders with the consequences of their offending
- Using interventions which tackle the particular factors which put a young person at risk of offending
- Punishment in proportion to the seriousness of the offending
- Encouraging reparation to victims by young offenders
- Reinforcing the responsibilities of parents

### Key accountabilities

- To conduct all activities within a framework of valuing diversity which ensures equality of access and treatment for all service users, respects the value of every individual and seeks to reconcile the rights and obligations of offenders, victims and communities

## **ASSESSMENT AND SUPERVISION OF YOUNG OFFENDERS**

- Assess, individually and with others in the context of a multi-agency team, the factors which have contributed to offending and put a young person at risk of re-offending, following referral by the police, the courts or other agencies
- Prepare pre-sentence and other reports for courts, following assessment, giving proposals for intervention to reduce offending, in line with the objectives above and with due regard to the welfare of the young person
- Deliver, individually and with others in the context of a multi-agency team, interventions designed to reduce offending, including group work
- When holding cases, prepare and regularly review a supervision plan and supervise young people in accordance with National Standards and statutory requirements, including other statutory, voluntary or partner agencies as appropriate in the management of the case
- Maintain up to date records in accordance with national and local standards
- Take appropriate enforcement action when required to do so by national or local standards
- Participate in the delivery of pre-court services such as appropriate adult, bail supervision and support, remands to local authority and secure accommodation
- When holding cases on young offenders sentenced to detention, participate in sentence planning in conjunction with the Prison Service, to maintain contact with the young person and (where appropriate) her/his family and/or other key professionals, in order to prepare for release and reduce risk of re-offending

## **MULTI-AGENCY WORKING**

- Work co-operatively in a multi-agency team, and collaborate as necessary with staff within the Social Services Department, in other council departments and in other agencies
- Attend court when required and provide a duty service at court and in the office
- Attend meetings, case conferences or other relevant events to enhance the effectiveness of offence reduction interventions

## **PERFORMANCE AND DEVELOPMENT**

- Receive supervision from the Deputy Head of Youth Offending Service or Senior Youth Offending Officer

- Take responsibility for own professional development and co-operate with the Head of Youth Offending Service in planning personal appraisal, training and development

### **OTHER DUTIES**

- Use Information Technology in accordance with national and local requirements, to comply with regulations regarding security of the system and confidentiality of the data it contains
- Participate in systems to monitor performance and compile statistical and other data required locally and nationally in conjunction with the Head of Youth Offending Service
- Comply with council and statutory regulations pertaining to health and safety, having due regard to the safety and welfare of self, colleagues and service users in the workplace and in other locations
- Undertake other duties appropriate to the role and grade as required

### **Key performance indicators**

- Reduction of offending and re-offending in young people
- Reduction of Serious Youth Violence
- 95% of young people in the YOS population in ETE
- Reduction of First Time Entrants into the Criminal Justice System

### **Key relationships (internal and external)**

- Senior Youth Offending Service Officer

### **Authority level**

- Not applicable

### **Additional Requirements**

- Any other duties appropriate to the post and grade

## Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check. **(Please address all the \* points below)**

### Essential knowledge, skills and abilities

1. \*Ability to work in a non-oppressive manner with colleagues and service users, valuing difference, responding to neurodiverse needs and ensuring equality of service to all sections of a diverse and multi-cultural community
2. \*General knowledge of the legal framework relating to the reduction of offending by young people and the statutory obligations of staff working with young people
3. \*Ability to communicate effectively and present a professional image in police stations and courts, to service users and their families and to professional and voluntary staff of other agencies. To produce information verbally and in writing to prescribed standards.
4. \*Ability to make accurate assessments about the factors which have contributed to youth offending and to assess issues pertaining to adolescence, young people at risk of offending and young people in need. Ability to assess child protection concerns and take appropriate action.
5. \*Ability to supervise young people to ensure positive outcomes, good behaviour and compliance with legal obligations
6. \*Ability to write a variety of Court reports including Pre-Sentencing and Referral Order Reports
7. \*Ability to work collaboratively with other staff within council departments and in other agencies, in order to implement a multi-agency response to youth offending and the needs of young offenders
8. Knowledge of Information Technology and the ability to effectively use word processing and database information systems
9. Understanding of health and safety issues and legal obligations
10. Ability to work outside normal office hours and undertake some evening group work and participate in a 24 hour on call rota.

11. \*Ability to meet tight and conflicting deadlines.

**Essential qualification(s) and experience**

1. Experience of working in a field related to youth offending
2. A professional qualification relevant to one of the partner agencies (social services, police, education, youth, probation and health services), for example a Diploma in Social Work, Diploma in Probation Studies, Diploma in Youth and Community Studies or Certificate of Education, or substantial in-service training with evidence of validated learning and achievement.

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>