# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Practice Manager – YJS

## DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: LMG 2

# RESPONSIBLE TO: Strategic Lead for Specialist Adolescent Services

# Purpose of the Role:

Responsible for day to day management of services, within the Youth Justice Service, including the achievement of targets, and monitoring of quality

# Key tasks:

1. Ensure decision making in services relating to youth justice are in accordance with statutory requirements, YJB recommendations, quality and national standards.
2. To be responsible for formal operation of county council policies on personnel related matters in relation to directly managed staff, including absence and performance management, grievance recruitment and disciplinary procedures
3. Manage a multi-disciplinary team including YJ practitioners and practitioners seconded from other agencies, including the police, probation and health, who hold case responsibility as the supervising officer for children and young people subject to the full range of YJ disposals
4. Lead, motivate and manage the team ensuring the service provided is consistent, innovative and effective and delivers positive outcomes for children, young people and their families.
5. Provide guidance to practitioners managing children and young people with complex needs, including those at risk or experiencing exploitation as well trauma and other adverse life experiences, and enable them to manage complex and challenging situations.
6. Make decisions when dealing with constant and conflicting demands
7. Chair the Out of Court Disposal Panel and liaise with colleagues from other agencies as required
8. Assume responsibility for the allocation of workloads using an agreed workload management protocol.
9. Recruit and manage appropriately qualified staff to provide effective and efficient services and develop professional practice by providing regular reflective supervision
10. Review, audit and implement the quality assurance framework
11. Effectively manage resources, be accountable for performance targets and ensure service delivery meets legislative requirements.
12. Contribute to the development and implementation of policies and procedures including operational instructions.
13. Develop an understanding and knowledge of the wider political context and corporate strategies in which Children’s services operate.
14. Promote equalities, inclusion and diversity in decision making.
15. Promote a culture of ‘professional curiosity’ within the organisation.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Practice Manager – YJS

# GRADE: LMG2

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| Able to demonstrate a high level of competence in:* Managing risk and vulnerability and supporting professional decision making.
* Promoting and auditing effective practice.
* Monitoring the quality of local service provision.
* Translating local and national policy into practice.
* Implementing new service initiatives.
* Interagency/partnership working.
* Resource management and effective leadership.
* Effective verbal and written communication skills.
* Ability to produce clear and concise reports.
* Negotiation and influencing skills.
* Practical problem-solving skills.
* Staff supervision and management, team motivation and team building.
* Chairing meetings.
* Diplomacy skills.
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage  |
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Degree in a related field or ability to demonstrate equivalent experience
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Recognised management qualification.
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| Able to demonstrate a knowledge of the following areas:* Current legislation and practice relating to youth offending services as well as the wider political context in which the service operates
* Effective practice in relation to Youth Offending.
* Relevant legislation including the Children Act 1989 and 2004.
* Safeguarding policies & procedures.
* Understanding of the current local, regional and national issues facing children and young people
* Awareness of the diversity and equality issues and how these impact on children, young people and their families
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Fostering Standards and Regulations.
* Awareness of Care Planning, Placement and Case Review Regulations 2010.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Managing a multi-disciplinary team
* Assessment, planning, Intervention and supervision of young offenders.
* Extensive experience of working with complexity and managing risk and vulnerability
* Service planning and development.
* Staff Supervision.
* Providing appropriate services within available resources.
* Multi-agency partnership working.
* Involving parents and carers in practice.
* Auditing work and promoting quality.
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Self motivational approach to work.
* Ability to promote and model innovative practice
* Ability to anticipate and contribute to change management
* A commitment to achieving the best outcomes for young people.
* Professional integrity.
* An ability to work constructively with colleagues, both external and internal.
* Ability to make decisions when dealing with often constant and conflicting demands on time.
* Ability to meet the travelling requirements of the role
* Ability to work outside normal working hours, including being part of a manager out of hours duty rota.
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# Other desirable criteria

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| These criteria will be assessed at the application and interview stage  |
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**Date (drawn up): February 2021**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: JE12179**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |