

JOB DESCRIPTION

JOB TITLE: Adolescent Service Manager

REPORTS TO: Head of Adolescent Services

DEPARTMENT: Adolescent Services

SECTION: Children, Families and Learning Services

Purpose of the Job

To be one of the Operational Managers in the Adolescent Service accountable for the professional lead and management of operational services. Working in one or more of these specialist areas, youth justice, substance misuse, teenage pregnancy, specialist adolescent support including sessional staff and out of hours rotas in accordance with the statutory Youth Justice Plan, service plan, directorate plans and related strategies, ensuring consistency, quality and equality across the city. To develop and maintain multi-agency working which is effective in preventing and reducing youth crime, exploitation, substance misuse and teenage pregnancy and young people entering care. To contribute to the strategic development of the Adolescent Service, with a lead around one or more of the specialist areas.

To ensure the service delivers high quality assessments and interventions for vulnerable adolescents that support the interventions and Care Planning of the Local Authority social workers and youth offending workers, including where appropriate providing quality control of written documents for Court.

To ensure that vulnerable adolescents are safeguarded and that the teams offer interventions that combine risk management, robust plans and clear evidence based outcome approach.

To develop and evaluate the teams to ensure that they continue to provide a service that is flexible to the needs of the Department and meets the financial savings as set out in the Value for Money targets.

To take responsibility for managing the premises from which the Teams operate ensuring Health and Safety requirements of the teams including weekend and evening lone working.

Principal Accountabilities

- To ensure that the operation of the Adolescent Service is in accordance with the objectives, principles and practice guidance of relevant legislation, and in regards to youth offending including the 1998 Crime & Disorder Act and the 1989 Children Act.
- To deputise for the Head of the Adolescent Service where appropriate.

- To develop policies, procedures, protocols and systems that enhances the effective delivery of the service.
- To cover for the Social Work Adolescent Pod manager as needed
- To manage, monitor, evaluate and review the performance of the Service, ensuring high quality services in accordance with Youth Justice National Standards, National Treatment Agency performance criteria, commissioning agreements and Best Value criteria.
- To work with the other Adolescent Service Managers to develop, implement and review a training and development plan for the service with a lead on one of the specialist areas across children services. .
- Provide case supervision to practise managers, qualified social workers; youth justice practitioners and specialist adolescent workers, including drug and alcohol works as well as administrative personnel and in line with both Health and Social Care policies. This takes the form of individual and group supervision.
- Where necessary work directly to support complex cases and act as representative of the Local Authority in court proceedings, statutory panels and with partner agencies undertaking necessary preparation work.
- To manage and monitor budgets in accordance with Brighton and Hove Council financial regulations and external funding opportunities.
- To ensure practice standards are maintained at a high level and national standards are achieved.
- To have a lead responsibility for a specialist area and ensure that child protection issues are managed within this area and concerns are properly recorded, notified to the Social Care and Health Departments and acted upon in keeping with the Area Child Protection Committee procedures.
- To take lead responsibility with ensuring that the Information System is efficiently inputted and information shared complies with the information sharing protocol.
- To assist the Head of Service in the development and management of partnership with a range of agencies, including the preparation and monitoring of service level agreements and contacts.
- Contribute to wider service developments by leading on the development of effective strategies, policies and practice, driving forward service improvements as determined by business plan and PDPs and appraisals.
- Keeping up to date to ensure that specialist expertise includes key new developments in the practice areas through ongoing research and case law.
- To be responsible for the recruitment, supervision, appraisal, training and development of staff. This included non-Council team members.
- To demonstrate and promote an active commitment to equal opportunities and anti-oppressive practice, both in service provisions and employment.
- To take a co-ordinating role in respect of high profile cases e.g. young people charged with grave crimes, in order to ensure an appropriate response.
- To undertake specific duties as delegate by the Head of Service in relation to complaints, grievances or disciplinary matters.
- To ensure a commitment to the involvement and participation of young people within the Service.
- To promote a positive image of the Adolescent Service to agencies, organisations and communities, and to respond to media enquiries where appropriate.
- To represent the Adolescent Service on a range of forums at local and national levels.
- To participate in relevant training both as participant and contributor.
- To undertake such duties as delegated by the Head of Service which are commensurate with the grading of the post It must be understood that every employee has a responsibility to ensure that their work complies with all statutory

requirements and with Standing Orders and Financial Regulations of the Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Council's community safety plan.

- The job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

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DEPARTMENT:	Adolescent Services
SECTION:	Families, Children and Learning

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Relevant professional qualification in Social Work (Youth Offending or Adolescent Health) or Degree in Youth Justice/probation qualified (Youth Offending only)
- Registered with appropriate professional body, where applicable
- Understanding of the relevant legislation and practice guidance including child care law, Crime and Disorder Act 1998, legal Aid and Sentencing of Offenders Act 2013, community safety legislation and equal opportunities legislation.
- Awareness and knowledge of 'what works' research in relation to offending behaviour and working with adolescents.
- A good knowledge of the safeguarding and child protection procedures as well as criminal justice processes and standards

Experience

- Five years post qualified experience including direct work with complex adolescents.
- Significant staff management experience
- Evidence of interdepartmental work.
- Evidence of implementing anti-discriminatory strategies.
- Experience of working in partnership.
- Experience of implementing and managing change.
- Experience of managing budgets and resources.
- Experience of strategic and operational level presentations.

Skills/Abilities

- An ability to lead and manage multi-agency staff and to create a culture which builds on strengths and different perspectives.
- Ability to analyse complex information and assess risk in the child social work field.
- Able to demonstrate competency against the Professional Social Work Capabilities Framework at the advanced level.

Equalities

- Evidence of a clear value base including a commitment to anti-discriminatory practice.

Other Requirements

- A personal commitment to the vision and values of Brighton and Hove Council and partner agencies.