**Job Description  
Deputy Team Manager**

|  |  |
| --- | --- |
| Job Details | |
| **Grade** | GR5 |
| **Job Evaluation Number** | CT0049XV |
| **Number of Posts** | 1 |
| **Department** | Birmingham Youth Justice Service |
| **Reporting to** | Team Manager |

|  |
| --- |
| Who Are We? |
| We are Birmingham Children’s Trust.  ‘Working Together to make Birmingham the greatest city to grow up in.’  The sole purpose of Birmingham Children’s Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.  Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.  Birmingham Children’s Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.  **Our Vision:**  Our vision is to build a Trust that provides excellent social work and family support for and with the city’s most vulnerable children, young people and families.  We will do this:   * with compassion and with care. * through positive relationships, building on strengths. * in collaboration with children, young people, families and partners. * by listening, involving and including. * in ways that are efficient and deliver value for money.   Success will mean significant progress towards these outcomes:   * healthy, happy, resilient children living in families. * families able to make positive changes. * children able to attend, learn and achieve at school. * young people ready for and contributing to adult life. * children and young people safe from harm.   **Our Values:**    ONE **T**EAM                        ACCOUNTABILITY AND **R**ESPONSIBILITY                                                              Q**U**ALITY AND INNOVATION                                                RELATION**S**HIPS                                        HIGH SUPPOR**T** HIGH CHALLENGE |

|  |
| --- |
| **Key Responsibilities** |
| * Along with the Team Manager to manage and lead the staff based within the Youth Justice Team on behalf of the Partner Agencies and Stakeholdersin accordance with the Birmingham Youth Justice Plan. |
| * To assist the Team Manager in providing a comprehensive Youth Justice Service within the local team, undertaking those duties identified within the provisions of the Crime and Disorder Act 1998 as being the responsibility of the Youth Justice Team. The post-holder may have to undertake specific responsibilities on a city-wide basis as and when required. |
| * As delegated by the Team Manager to ensure that the provision of services by staff conforms to best practice as defined by the appropriate National Standards and guidance laid down by the Youth Justice Board and offers equality of opportunity outcome to the young people in the local area. |
| * To assist the Team Manager in ensuring there are a full range of Youth Justice Services provided within the team according to local needs. |
| * In conjunction with the Team Manager to offer supervision and support to staff based at the Centre and to ensure the work of teams is carried out in accordance with legal requirements, YJS policies, national standards and good professional practice. The post-holder will also contribute to the recruitment, induction and appraisal of all staff whether employed by or seconded to the service. |
| * To assist the Team Manager in the allocation of the day-to-day requirements of the Youth Justice Service to ensure that referrals are prioritised, and services offered promptly and in line with national standards and guidance and to ensure that the local youth offending team offers a duty system. |
| * To assist and support the Team Manager in Budgetary Management and recording. |
| * To take all practical steps to ensure the health and safety of clients, staff and the public are met within the local service. |
| * To assist the Team Manager in ensuring that the Team meet Local and National Targets and Key Performance Indicators. |
| * To ensure through regular checks that records in relation to all service users are properly maintained in accordance with YJS requirements. |
| * To prepare or contribute in the preparation of reports that will assist the Team Manager in providing information and data towards the Youth Justice Plan plus Team Business Plan. |
| * To ensure equality of opportunity in service provision and employment. |
| * To participate and contribute to the development of the team, participating in relevant training, both as a participant and contributor. |
| * To undertake such specific duties as delegated by the Team Manager where appropriate in relation to complaints, grievances or disciplinary matters |
| * In consultation with the Team Manager to identify needs and develop projects and services externally and internally to meet gaps in service provision |
| * To assist the Team Manager in ensuring quality assurance and performance management systems are in place and implemented. To include the chairing of Panel Meetings, Team Meetings and Review meetings |
| * To assist in the development of local links. |
| * To assist in writing of procedures and protocols. |
| * To lead in the management of cases that pose significant risk, where there are complex needs and/or attract a high profile where publicity is concerned. |
| * As delegated take responsibility for building and resources management inventories. |
| * To undertake such duties which are commensurate with the grade of the post. |

|  |  |
| --- | --- |
| **Key Information** | |
| Is a Safeguarding Check needed? | Dropdown Options:  **Not Required**  Or   |  |  |  |  | | --- | --- | --- | --- | |  | **Children** | **Adults** | **Children and Adults** | | Basic |  |  |  | | Enhanced | x |  |  | |
| Will this position have Line Manager Responsibility? | Dropdown Options:   |  | | --- | | Yes X | | No | |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential Criteria** | | |
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;  P = Presentation; Q = Qualifications | | |
| **CRITERIA** | **Method of Assessment (M.O.A)** | ESSENTIAL |
| Qualifications | AF | Professional Qualification to degree level in Social Work, Policing, Criminal Justice and/or Management |
| Training | AF/I | Commitment to participating and contributing to training programmes. |
| Experience | AF/I | Substantial work experience within the Youth Justice field |
| Experience | AF/I | Substantial experience of supervising staff in a professional capacity. |
| Experience | AF/I | Knowledge of Criminal Justice legislation, evidence-based practice and effective methods of reducing offending behaviour. |
| Experience | AF/I | Experience of managing the performance of Multi Agency Teams. |
| Experience | AF/I | Experience of working within a Target driven Organisation |
| Skills | AF/I | The ability to supervise staff and encourage quality in youth justice services |
| Skills | AF/I | The ability to implement policies and procedures according to national standards. |
| Skills | AF/I/T | Good interpersonal, organisational and information management skills. |
| Skills | AF/I/T | The ability to consult with service users, identify needs and evaluate outcomes. |
| Skills | AF/I | The ability to assess and prioritise the day-to-day tasks required to ensure the team operates efficiently and effectively |
| Skills | AF | Be self-motivated and able to work under pressure on own initiative. |
| Skills | AF/I | An ability to form close working partnerships with a variety of different agencies in all areas of the work |
| Skills | AF/I | The ability to ensure equality of opportunity in the provision of services. |
| Skills | AF/I | To possess good written and verbal communication skills including presentation |
| Skills | AF/I | To be able to recognise and act to address discrimination in the workplace and in the youth justice system |
| Skills | AF/I | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** |
| Other | AF/I | To be able to work unsociable hours as part of the working week. |

**At Birmingham Children’s Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**