



Job Description Court Officer

Job Details	
Grade	C
Department	Birmingham Youth Justice Service
Reporting to	Team Manager

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Our Vision:</p> <p>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.</p> <p>We will do this:</p> <ul style="list-style-type: none">• 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. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none">• 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 TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

- To work as part of the Youth Justice Service (YJS) Court Team servicing the Birmingham Youth, Magistrates and Crown Court to fulfill the statutory requirements placed on the Youth Justice Service by the Crime and Disorder Act 1998 and any proceeding legislation.
- The Youth Justice Service promoting the quality of its work in partnership with the Criminal Justice Agencies and the Judiciary. Influencing remand and sentencing decisions, particularly in reducing the use of remands to youth detention.
- Undertaking assessments including safeguarding and vulnerability to determine the appropriateness of placements in respect of children and young people entering the secure estate and delivering these services in line with the expectations of the Youth Justice Board.
- Enforcement of Statutory Youth Justice Service Orders including preparing and conducting the prosecution of breach and revocation proceedings in court.
- The collection, collation and maintenance of data necessary for the efficient performance and evaluation of the Youth Justice Service.
- Liaison with other agencies involved in the court process, including the presentation and dissemination of Youth Justice Service information, formal reports and interventions to Judges and Magistrates.
- To contribute to the delivery of a service that offers equality of opportunity and has regard for the needs of children, young people and their caregivers.
- The Co-ordination of remands to local authority accommodation (RLAA) at the Court stage.
- The production of placement information and post custody reports within the asset plus framework as required by the Youth Justice Board
- To represent the Youth Justice Service and promote its aims within the Court setting. This will include the presentation of verbal and written reports to aid the Court in its deliberations.
- To ensure that all their actions reflect the principles of equality of treatment and sensitivity to individual needs adopted by the Youth Justice Service.



- To act as advisor to the Youth Justice Service area teams in matters relating to the Youth, Magistrates and Crown Court ensuring that their interaction with the Court always maintains the standard required by the Youth Justice Service.
- To ensure that the appropriate action is taken by the Court Team after each Court session to meet the requirements of the bench upon the Youth Justice Service or its statutory partners. This will involve the maintenance of clear, concise written records, updating the Youth Justice Service electronic database and Youth Justice Service E-records.
- To ensure that those involved in the service delivered to the Court receive relevant information following the Court proceedings. This will include Area Social Workers, outside Youth Justice Services or other Local Authority Services where they are involved
- To liaise with the Court, Solicitors and agencies with regards to the children best interests, mindful of the job purpose and the role of the Youth Justice Service.
- To prepare and present the case for the Youth Justice Service where children are in breach of Orders, or a revocation is sought.
- To be aware, and take account, of changes in the context of the Youth Justice Service, e.g. new legislation.
- To participate in and contribute to staff training programs both internal and external.
- To attend and contribute to staff meetings.
- On occasion to attend inter-agency meetings as a representative of the Youth Justice Service as directed.
- To carry out any other responsibilities within the scope and spirit of the job purpose as may be required.
- To be able to contribute to a service to the courts beyond core working hours on, Saturdays and Bank holidays.

Key Information													
Is a Safeguarding Check needed?	Dropdown Options: Not Required Or <table border="1" data-bbox="829 1614 1442 1881"> <thead> <tr> <th></th> <th>Children</th> <th>Adults</th> <th>Children and Adults</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Enhanced</td> <td>x</td> <td></td> <td></td> </tr> </tbody> </table>		Children	Adults	Children and Adults	Basic				Enhanced	x		
	Children	Adults	Children and Adults										
Basic													
Enhanced	x												
Will this position have Line Manager	Dropdown Options:												



Responsibility?	Yes
	No X

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/Q	A social work qualification is advantageous but not essential
Training	AF/I	Willingness to attend training as directed
Experience	AF/I	Experience of work within the Criminal Justice setting including the application of risk frameworks
Experience	AF/I	Experience of working with children who offend and their caregivers
Experience	AF/I	Experience of meeting the needs of varying racial and cultural communities and young women
Experience	AF/I	Experience of report writing
Experience	AF/I	Experience of undertaking assessments including safeguarding and vulnerability
Experience	AF/I	Working knowledge and awareness of Children & Young People Legislation, in particular the Criminal legislation as it applies to children and young people.
Experience	AF/I	Knowledge and understanding of the bail and remand process as it relates to children.



Skills	AF/I/T	Ability to produce good quality court reports.
Skills	AF/I/T	Ability to co-ordinate the assessments of children regarding public protection prevention of offending, risk and safeguarding
Skills	AF/I	Ability to work well in a pressurized environment, meeting short deadlines and prioritize workload accordingly
Skills	AF	Ability to ensure that the YJS electronic database is kept up-to-date daily and contribute to statistical monitoring for the team.
Skills	AF/I	Good understanding of the role of a YJS Court Officer.
Skills	AF/I	Ability to communicate effectively verbally and in writing with court users, agencies, other professionals, field teams, children and their caregivers.
Skills	AF/I	Ability to maintain concise records of formal processes and ensure appropriate dissemination.
Skills	AF/I	Ability to operate as a team member in a busy environment.
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	A smart dress code is in operation for court attendance.
Other	AF/I	An ability to work Saturdays and Bank Holidays on a rota basis.

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.

