

Job Descripton

Senior Court Officer

Job Details	
Grade	D
Job Evaluaton Number	A1087
Number of Posts	2
Department	BCT Youth Justce
Reportng to	Court 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 Trust's 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 collaboraton 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



Portfolio Responsibilities

Working within the Birmingham Youth Justice Service Court Team. Supporting Birmingham Courts to fulfil statutory obligations under the Crime & Disorder Act 1988

Key Responsibilities

Representing the Youth Justice Service, promoting its objectives within the Court by preparing and presenting verbal and written reports to assist deliberations. Providing support to colleagues when required.

Collaborating within a multi-agency service to enhance Youth Justice Services for children, young people, victims, and families. Adhering to Criminal Justice Legislation and Local Practice Standards

Advising Court and the broader YJS on Court-related matters, and Quality Assurance ensuring adherence to Service standards

Providing support under the Team Managers guidance, by assisting colleagues, and partner agencies in understanding their responsibilities regarding children in Court proceedings. This includes contributing to inductions, shadowing, and training aligned with operational, statutory, and regulatory standards, policies, and procedures.

Ensuring appropriate actions are taken to meet bench requirements involving the YJS or statutory

partners, whilst maintaining clear and concise records. Updatng the case management system and effectvely communicatng relevant informaton to relevant partes.	
Escalatng any identified practice concerns to the Court Team Manager and, when directed, assistng in outlining and implementng improvement measures.	
Ensuring that those involved in children and young people Court proceedings receive relevant, accurate and tmely informaton.	
Liaising with Judiciary, Solicitors, Social Workers, Youth Justce Staff, Youth Justce Board, custody staff, escorts, and their families. Prioritsng children and young people's welfare during Court proceedings.	
Having responsibility for the enforcement of Statutory Youth Justce Service Orders. Including preparing and presentng the prosecuton of breach and revocaton proceedings in Court.	
Taking responsibility in acquiring and disseminatng knowledge, skills that take account any changes to legislaton, guidance and Local Standards.	
Partcipatng in and contributng to training programmes designed for team members, including both internal sessions and external opportunites.	including both
Atending and contributng to staff internal Team meetngs, and external forums while leading specific areas as directed by the Court Team Manager.	
Reportng any Health & Safety concerns within the Youth Justce Court Team office to Court Team Manager and designated Court Building Manager.	
Servicing Birmingham Courts outside standard hours including Saturdays and Bank Holidays whilst supportng Birmingham children and young people in external Courts.	
Supportng children, young people, and families to understand and contribute to the Court process.	
Contributng to practice development within the Court Team and supportng the wider service in Court maters	in Court
Assistng with monitoring and reviewing the team's workload to enhance overall performance aligned with key performance measures. Given this is to deputse in the absence of the Team Manager this secton is covered below in Secton 21.	
Ensuring accurate, current records are maintained and securely stored in compliance with BCT policies and procedures for confidentiality including GDPR.	
Utlising supervision proactively to enhance practice, encourage reflecton, and foster growth while achieving goals outlined in performance reviews. Supportng peer supervision when necessary and guided by the Court Team Manager.	while
Deputsing in the absence of the Court Team Manager supportng the team dealing with operational	

issues. Escalating to senior management where needed, as planned by the Court Team Manager.
Ensuring that services provided are in accordance with Birmingham Children's Trust Equal Opportunity policy.

Key Information	
Is Safeguarding Check needed?	DBS Enhanced Adults and Children
Will this position have Line Management Responsibility?	Yes
Post Title	Number of Posts
Court Officer	1-2

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold a professional qualification in Social Work, Probation or Youth Justice Certificate
Experience	AF//P	Post Qualifying Experience in Youth Justice with substantial experience in Youth Court.
Experience	AF//P	Communicate and advocate effectively with court personnel, legal professionals, partner agencies, children, young people and families.
Experience	AF	Demonstrate comprehensive knowledge of Criminal and Children's Legislation. Particularly and the application of Legislation in Youth Justice, Children Services and the Court setting
Experience	AF/I	Maintain accuracy, confidentiality and integrity when handling sensitive legal information and documents.
Experience	AF	Coordinate schedules and Court prosecution breaches and revocation in a timely manner.

Experience	AF//P	Access, coordinate, prepare, record and maintain Court, Youth Justice and Children Services data /systems. This will be in a timely manner
Experience	AF//P	Demonstrate experience of Equality, diversity, and inclusion across practice.
Experience	AF//P	Have comprehensive experience knowledge and skills. Particularly in undertaking safeguarding, risk assessments and needs of children and young people.
Experience	AF//P	Able to implement policy and procedures to Youth Justice national standards.
Skills	AF//P	Have good written and verbal communication skills in report writing and presentation to court
Other	I	Able to work unsociable hours as part of the working week, Saturday and Bank Holidays

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.