**Job Description**

**Asst Head of Service - Birmingham Youth Justice service**

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| Job Details | |
| **Grade** | GR6 |
| **Job Evaluation Number** | CT0010XV |
| **Number of Posts** | 1/2 |
| **Department** | Birmingham Youth Justice Service |
| **Reporting to** | Head of Service |

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| 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 |

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| **Key Responsibilities** |
| * To assist the Head of Birmingham Youth Justice Service in the management of the Youth Justice Service to prevent and reduce youth crime. |
| * To be accountable for a portfolio of responsibilities (operational services, specific projects and strategic relationship/partnership areas) to ensure that the best outcomes are achieved for young people and society |
| * To provide dynamic operational leadership, management vision and direction to designated staff groups engaged in the operation and development of the Service to achieve a culture that values performance and inspires a sense of purpose and ownership of the Services Plans |
| * To support the Head of Youth Justice Service in the construction, implementation and evaluation of the annual Youth Justice Plan, achieving the aims and objectives of the Plan alongside the Children’s Trust, Council, Departmental and Divisional objectives |
| * To assist the Head of Youth Justice Service in the development of a coordinated and comprehensive strategy to prevent offending and re-offending by young people in Birmingham. |
| * To take specific responsibility for initiating, developing and maintaining effective operational partnerships with other agencies involved in the delivery of services to children, young people and families. To offer leadership in allocated service areas with a responsibility for implementing and embedding change in a complex multi partner environment |
| * To ensure the effective management of teams, including the recruitment, induction, appraisal and supervision of all staff whether employed by or seconded to the Service, thus enabling each member to utilise their professional skills, to provide high quality and cost-effective services. |
| * To have lead responsibility for all operational issues and to take a coordinating role in respect of high-profile cases. |
| * To carry out effective analysis of performance management information in the post holders designated areas that assists the head of YJS and the management team in planning services to achieve the aims and objectives of the Birmingham Youth Justice Plan, National Standards and other relevant Plans |
| * To effectively allocate resources to enable the day-to-day implementation of the Youth Justice Service strategy and ensuring that targets are met within the designated areas of responsibility of the Assistant Head of Service. |
| * To contribute to the overall management and development of the Youth Justice Service, actively participating in planning and delivering changes to designated service areas that promote equality of opportunity and achieve Service outcomes |
| * To ensure that effective financial management is exercised over budgets falling within the post holder’s span of control. To manage and control designated budgets complying with Birmingham Children’s Trust procedures, Standing Orders, grant conditions and audit requirement. |
| * To ensure that risk management and safeguarding arrangements are in place such that public safety is maintained. |
| * To write complex reports and ensure, as required, advice/appropriate information on strategies and service planning is communicated effectively to elected members, members of the YJS management team, Partners and Stakeholders. |
| * To lead on key targets and programmes in preventing crime and reducing anti-social behaviour within designated areas of responsibility |
| * To ensure that designated services comply with the fundamental policies of Birmingham Childrens’ Trust and legislative requirements |
| * To ensure the voice of the service user and their family informs service planning and developments. |
| * To be responsible for the development and implementation of policies, procedures and protocols associated with the Youth Justice Service, ensuring they are properly implemented across the Service. |
| * To undertake such duties as delegated by the Head of Birmingham Youth Justice Service in relation to complaints, grievances or disciplinary matters. |
| * To participate in relevant training both as participant and contributor. |
| * To support the role of the Head of YJS by undertaking any other duties commensurate with the post of Assistant to Head of Birmingham Youth Justice Service |

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| **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**

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| **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 | Demonstrable commitment to training and Professional development |
| Experience | AF/I | Substantial experience of effectively managing the performance of teams and individuals within a Youth Justice setting. |
| Experience | AF/I | Experience of preparing, managing and controlling complex budgets. |
| Experience | AF/I | Experience of direct involvement in the preparation of strategy and policy documents and reports. |
| Experience | AF/I | Experience of successful team leadership |
| Experience | AF/I | Experience of positive partnership working with other agencies and stakeholders leading to successful outcomes for children and young people. |
| Experience | AF/I | Experience of direct involvement in project work. |
| Experience | AF/I | Evidence of achievement of equality of opportunities in both employment and service delivery. Able to demonstrate personal commitment to valuing diversity. |
| Experience | AF/I/T | Experience of ensuring the diverse needs of young people are met in work with young offenders and their families. |
| Experience | AF/I/T | Thorough knowledge and understanding of the statutory duties and responsibilities contained in all relevant Youth Justice Legislation particularly the Crime and Disorder Act 1998. Knowledge of current issues in Youth Justice policy and practice. |
| Experience | AF/I | Knowledge of effective methods of reducing and preventing offending behaviour. |
| Experience | AF | Broad understanding of political processes and ability to manage politically sensitive issues. |
| Experience | AF/I | High level of literacy to produce complex policy and strategy documents. |
| Experience | AF/I | Experience of establishing systems and setting standards that ensure robust risk management and safeguarding arrangements are in place. |
| Skills | AF/I | Ability to operate effectively and openly with staff within a performance management culture, providing visible leadership and direction within achievable targets and goals. |
| Skills | AF/I | Ability to manage and motivate individuals and teams to maximise contribution, inspire confidence and develop a positive integrated team and service culture. |
| Skills | AF/I/T | Able to communicate to a range of audiences in a formal and informal manner. |
| Skills | AF/I | Able to recognise peoples’ strengths, aspirations and abilities and provide support to develop their potential. |
| Skills | AF/I | Ability to manage and implement change in rapidly changing environments. |
| Skills | AF/I | Ability to monitor and control operational budgets. |
| Skills | AF/I | The ability to identify and prioritise areas of action and apply appropriate resources, looking for best value in service provision. |
| Skills | AF/I | Ability to analyse complex written and statistical data and to prepare and present reports. |
| Skills | AF/I | Ability to work strategically and communicate effectively with external partners and organisations in a way that commands respect, trust and confidence. |
| Skills | AF/I | Ability to contribute to the development of efficient and effective services for young offenders and their families. |
| Skills | AF/I | The ability to use computerised management information systems, to produce regular management information reports to inform service delivery. |
| Skills | AF/I | Able to accept direction and implement decisions of others |
| Skills | AF/I | Able to intervene in complex cases to ensure appropriate risk management and safeguarding arrangements |
| Skills | AF/I | Commitment to anti discriminatory practice. |
| 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 available outside normal working hours in exceptional circumstances. |

**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.**