



## Job Description

### Practice & performance Manager

Job Details	
<b>Grade</b>	Grade D
<b>Number of Posts</b>	1
<b>Department</b>	Birmingham Youth Justice Service
<b>Reporting to</b>	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 TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

- To support practice improvement and development focusing on the service priorities as identified in the strategic plan.
- To support the production and co-ordination of an annual quality assurance programme in line with findings from inspections or reviews to identify strengths and areas improvement.
- To undertake quality assurance activity and support the production of audit reports and improvement plans and ensure these are shared across the service.
- To support the monitoring of improvement and action plans across the service.
- To support the production, co-ordination and delivery of the workforce development training plan in line with findings from audits, inspections or reviews and individual staff development.
- To support YJS and BCT's priorities in improving the quality of practice and performance across the service in line with the Connections Count Framework.
- To promote the achievement of the YJS aims and objectives by meeting organisational and national targets
- To identify barriers to achieving quality in practice and improved performance and work with internal and external colleagues in establishing a change agenda.
- To identify and promote areas of good and effective practice and performance.
- To ensure the effective communication of key messages to internal and external audiences and establish policies/practice guidance on practice areas.
- To consult with colleagues and partner on the completion of a service workforce development plan.



<ul style="list-style-type: none"> <li>To work alongside theme/area leads as directed by the Head of YJS/ Assistant Heads of YJS and establish/implement plans to meet 2.1 – 2.6 above.</li> </ul>
<ul style="list-style-type: none"> <li>To play a proactive role in engaging with internal and partnership strategic and operational audiences in responding to YJS needs to reduce and prevent youth crime.</li> </ul>
<ul style="list-style-type: none"> <li>To provide practice and performance support to staff and report regularly in line with service needs, on practice and performance progress.</li> </ul>
<ul style="list-style-type: none"> <li>Co-ordinate and participate in an annual audit timetable focussing on casework and themed areas of YJS work supporting auditors and staff to engage within it</li> </ul>
<ul style="list-style-type: none"> <li>Prepare and implement mechanisms (training plans, briefings, guidance) that increase confidence of auditors in measuring the quality of casework and of staff in implementing casework practice.</li> </ul>
<ul style="list-style-type: none"> <li>To establish, co-ordinate where appropriate deliver a workforce development training plan that responds to needs engaging with BCT colleagues and external organisations as needed.</li> </ul>
<ul style="list-style-type: none"> <li>To attend team meetings and participate in team development.</li> </ul>
<ul style="list-style-type: none"> <li>To contribute to the implementation of monitoring and evaluation of processes and systems, which are robust and effective.</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for carrying out all the duties of the job in accordance with the Birmingham Children's Trust policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.</li> </ul>
<ul style="list-style-type: none"> <li>To take part in and prepare for supervision and annual appraisal with the Assistant Head of Service.</li> </ul>
<ul style="list-style-type: none"> <li>To undertake and successfully complete professional development opportunities and qualifications where necessary for the fulfilment of the role.</li> </ul>

Key Information			
Is a Safeguarding Check needed?	Dropdown Options: <b>Not Required</b> Or		
	<b>Children</b>	<b>Adults</b>	<b>Children and Adults</b>
	Basic		
	Enhance	x	



	d
Will this position have Line Manager Responsibility?	Dropdown Options: <input type="checkbox"/> Yes x <input type="checkbox"/> 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	Educated to graduate degree level or equivalent in youth justice, social work, probation or related field.
Training	AF	Demonstrable commitment to training and Professional development
Experience	AF/I	Substantial experience at practitioner level, this needs to be in youth justice or combined experience youth justice and social work or probation
Experience	AF/I	Experience of managing several conflicting priorities, the ability to organise own workload and decide priorities.
Experience	AF/I	Experience of processing and analysing manual or computerised data and information.
Experience	AF/I	Experience of undertaking, co-ordinating and supporting performance and practice improvement against performance indicators and local/national standards within a youth justice setting,
Experience	AF/I	Experience of understanding and utilising training needs analysis to inform workforce development within a professional environment.



Experience/Skills	AF/I	Good literacy, numeracy and ICT skills
Experience/Skills	AF/I	Good verbal and written communication skills
Experience	AF/I	Able to work as part of a team with a proactive, problem-solving approach.
Skills	AF/I/T	Ability to use and interrogate IT equipment and able to use packages such as Microsoft Word, Excel, PowerPoint and MS Teams
Skills	AF/I/T	Ability to sustain working partnership relationships within and across organisational boundaries including external providers
Skills	AF/I/T	Proven ability to prepare evaluation frameworks relevant to a youth justice subject area; gather, interpret and analyse information from a range of sources to solve varied problems.
Skills	AF	A sound knowledge of youth justice practice, performance and standards and what good looks like
Skills	AF/I	Commitment to anti discriminatory practice.
Skills	AF/I	The ability to operate in a relationship-based way to communicate complicated or sensitive information with varied audiences in person and/or in writing.
Skills	AF/I	The ability to use own initiative to respond independently to difficult problems and unexpected situations.
Skills	AF/I	The ability to work under pressure including meeting deadlines and dealing with interruptions.
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

**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.**