



## Role Description

Post Title: Youth Justice Officer (**Career Grade**)

Post Number: Various

Directorate: People's Services

Department: Children and Young People

Grade: Band H SCP 23 - 25 YJS Officer (Unqualified)  
Band J SCP 26 - 28 YJS Officer (Qualified)  
Band K SCP 29 - 32 Senior YJS Officer

Reports To: Team Manager YJS

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## Purpose

As a YJS Officer for the Youth Justice Service in St Helens you will work in conjunction with the Team Manager and Manager YJS to:

- Manage a case load of children from diverse backgrounds and work innovatively with them, engaging them and their families and other professionals in order to assess, develop and deliver intervention and activities that support their personal and social skills and participation in society, reduce offending and divert them away from the criminal justice system.
  - Directly contribute to achieving positive youth justice service outcomes linked to KPI's including reducing reoffending, reducing first time entrants (FTE's), reducing the use of custody and reducing the unnecessary criminalisation of CLA.
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## Responsibilities & Outcomes

### Youth Justice Officer (Unqualified) Band H

- Working within a multi-disciplinary team, to be responsible for all aspects of case management of out of court Prevention and Diversion cases, utilising a Child First approach recognising children as children, helping them develop pro-social identity and desistance, encourage their participation and divert them away from the youth justice system removing stigma related to youth offending.
- To effectively engage with children & whole families from diverse backgrounds at all stages of case management including completion of assessments, review and delivery of interventions/programmes designed to tackle offending.
- To gather assessment information, analyse and plan in order to manage risk, re-offending and safety/wellbeing accurately using appropriate screening and assessment tools; taking necessary measures to ensure welfare needs are dealt with effectively and public protection considerations are effectively managed.

- To represent St Helens YJS in the Youth Magistrates Court providing advice and support to children, their families and the judiciary. Undertaking assessments within a secure area when working in court and within police custody suites.
- To act as lead professional for allocated cases for out of court and work collaboratively with partners using a family-based approach to work towards increasing children and family resilience.
- Working collaboratively with children and a wide range of agencies, adopt creative and innovative approaches to deliver effective evidence-based group or individual interventions/programmes to reduce the risk of offending and disengagement from education, training and employment
- To adopt a restorative approach in engaging children and work together with colleagues to support opportunities to repair harm.
- To maintain clear, precise and appropriate case management records on IT client information systems, in accordance with local and national standards and in line with data protection guidelines
- Work within a performance management framework, achieving outcomes identified through performance indicators in the service area.

### **Youth Justice Officer (Qualified) Band J**

In addition to the duties in Band H above:

- Manage cases from both Prevention and Diversion and Statutory Court Orders including bail and remand. To be responsible for all aspects of case management of youth justice cases, including dealing with non-compliance issues swiftly and effectively in compliance with local and national standards and inspection frameworks.
- To gather information, analyse and assess in order to manage risk, re-offending and safety/wellbeing accurately using appropriate screening and assessment tools to include specialist YJB P&D Assessment, YJB Asset+ and AIM ; taking necessary measures to ensure welfare needs are dealt with effectively and public protection considerations are effectively managed.
- To represent YJ in Crown Court as well as the Youth Magistrates' Court.
- Hold and develop a service champion role on a specialist area such as Harmful Sexual Behaviour, Child Exploitation, Prevention and Diversion, Health and Wellbeing, Victims of Crime or Safeguarding as designated by the Manager Youth Justice.

### **Senior Youth Justice Officer Band K**

In addition to the duties in Bands H and J above:

- Support the team by providing advice and guidance to colleagues at Band H and J on case management issues or co-working complex cases with lesser experienced staff.
- Directly contribute by leading on assigned KPI areas to achieving positive youth justice service outcomes linked to KPI's including reducing reoffending, reducing FTE's, reducing the use of custody and reducing the unnecessary criminalisation of CLA.
- Hold responsibility for developing a trauma-informed approach to individual assessment, planning & interventions with children & families who have Adverse Childhood Experiences (ACES) demonstrating Child First practice.

- Lead on specialist areas as a service champion such as Harmful Sexual Behaviour, Child Exploitation, Prevention and Diversion, Health and Wellbeing, Victims of Crime or Safeguarding as designated by the Manager Youth Justice.
  - Participate in quality assurance and audit processes within the service area and participate in presenting the work of the service to the Youth Justice Partnership Board.
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## Relationships

Within the organisation

- *Staff and Managers in Children's Social Care*
- *Staff and Managers in Education*
- *Colleagues in other Council Departments e.g. Finance, People Management, Comms*

At a borough level

- *Police*
- *National Probation Service*
- *HM Courts*
- *Members of the public*
- *Health*
- *Members of the Youth Justice Management Board*

At a regional level

- *Merseyside and Manchester Combined Courts*
  - *Youth Justice Board*
  - *Merseyside Youth Justice agencies*
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## Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
  - To work collaboratively with Council colleagues as and when required.
  - To behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
  - To comply with the Council's Policy Framework.
  - To undertake training and development as required.
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**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the**

**Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Reviewed: June 25**

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### **Additional Information Relating to the Role at Each Grade**

#### **Technical Knowledge, Experience and Qualifications:**

Youth Justice Officer (Unqualified) Grade H

- Experience of working with adolescents.
- Experience of working in multi-agency teams

Youth Justice Officer (Qualified) Grade J

- Newly Qualified Social Worker (Year 2 post qualifying) / YJPCEP plus one years' experience/ NPS PQiP

Senior Youth Justice Officer (2 years + post qualifying) Grade K

- Newly Qualified Social Worker (Year 2 post qualifying) / YJPCEP plus one years' experience/ NPS PQiP