Deputy Team Manager South (Halescroft Square)
Birmingham Youth Offending Service
£33,437 - £41,025
Working 36.5 hours per week

You will assist the Team Manager with ensuring that the Multi Agency Team operates effectively in order to provide a quality service to the Community of Birmingham, the Criminal Justice System, Agency Partners and the Youth Justice Board. Assist Team Manager to manage and lead the staff based within the Youth Offending Team on behalf of the Partner Agencies and Stakeholders in accordance with the Birmingham Youth Justice Plan.

Evidence of substantial Youth Offending Team experience is required including the management of complex casework, legislative knowledge, Evidence Based Practice and a successful history of partnership working.

Candidates should also possess demonstrable skills in supervising staff and assisting their professional development and performance, which also includes completing annual staff appraisals.

A key role of the YOS is to collate, interpret and present data in order to meet Local and National Key Performance Indicators; an ability to work in this type of environment is essential.

A relevant professional qualification.

Informal enquiries to Annett Lobban 0121 464 6363 or Gurpreeth Aujla 0121 464 6363

Ref: PE2942017

Closing date: 12 October 2017

A Disclosure and Barring Service (formerly Criminal Records Bureau) check will be undertaken.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment.”
1. **Job Purpose**

1.1 Along with the Team Manager to manage and lead the staff based within the Youth Offending Team on behalf of the Partner Agencies and Stakeholders in accordance with the Birmingham Youth Justice Plan.

1.2 To assist the Team Manager in providing a comprehensive Youth Offending Service within the local team, undertaking those duties identified within the provisions of the Crime and Disorder Act 1998 as being the responsibility of the Youth Offending Team. The post-holder may have to undertake specific responsibilities on a city-wide basis as and when required.

1.3 As delegated by the Team Manager to ensure that the provision of services by staff conforms to best practice as defined by the appropriate National Standards and guidance laid down by the Youth Justice Board, and offers equality of opportunity outcome to the young people in the local area.

2. **Duties & Responsibilities**

2.1 To assist the Team Manager in ensuring there are a full range of Youth Offending Services provided within the team according to local needs.

2.2 In conjunction with the Team Manager to offer supervision and support to staff based at the Centre and to ensure the work of teams is carried out in accordance with legal requirements, YOS policies, national standards and good professional practice. The post-holder will also contribute to the recruitment, induction and appraisal of all staff whether employed by or seconded to the service.

2.3 To assist the Team Manager in the allocation of the day-to-day requirements of the Youth Offending Service to ensure that referrals are prioritised and services offered promptly and in line with national standards and guidance and to ensure that the local youth offending team offers a duty system.

2.4 To assist and support the Team Manager in Budgetary Management and recording.

2.5 To take all practical steps to ensure the health and safety of clients, staff and the public are met within the local service.
To assist the Team Manager in ensuring that the Team meet Local and National Targets and Key Performance Indicators.

2.6 To ensure through regular checks that records in relation to all service users are properly maintained in accordance with YOS requirements.

2.7 To prepare or contribute in the preparation of reports that will assist the Team Manager in providing information and data towards the Youth Justice Plan plus Team Business Plan.

2.8 To ensure equality of opportunity in service provision and employment.

2.9 To participate and contribute to the development of the team, participating in relevant training, both as a participant and contributor.

2.10 To undertake such specific duties as delegated by the Team Manager where appropriate in relation to complaints, grievances or disciplinary matters.

2.11 In consultation with the Team Manager to identify needs and develop projects and services externally and internally to meet gaps in service provision.

2.12 To assist the Team Manager in ensuring quality assurance and performance management systems are in place and implemented. To include the chairing of Panel Meetings, Team Meetings and Review meetings.

2.13 To assist in the development of local links.

2.14 To assist in writing of procedures and protocols.

2.15 To lead in the management of cases that pose significant risk, where there are complex needs and/or attract a high profile where publicity is concerned.

2.16 As delegated take responsibility for building and resources management inventories.

2.17 To undertake such duties which are commensurate with the grade of the post.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

   Team Manager

3.2 **Level of Supervision**

   Plan own work to ensure the meeting of defined objectives.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff seconded to the Youth Offending Team.</td>
<td></td>
<td>8-12</td>
<td>Left to work within established guidelines subject to scrutiny by supervisor.</td>
</tr>
</tbody>
</table>

5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Criminal Records Bureau/ISA checks will be undertaken

  Observance of the City Council’s Equal Opportunities Policy will be required.
## Directorate for People

### Person Specification

**Job Title:** Deputy Team Manager  
**Grade:** GR5

**Division:** Children's Social Care  
**Section:** Youth Offending Service

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Professional Qualification in Social Work, Policing, Criminal Justice and/or Management</td>
<td>AF &amp; C</td>
</tr>
</tbody>
</table>
| **Experience** (Relevant work and other experience) | 1. Substantial work experience within the Youth Justice field  
2. Substantial experience of supervising staff in a professional capacity.  
4. Experience of managing the performance of Multi Agency Teams.  
5. Experience of working within a Target driven Organisation | AF/I   |
| **Skills & Ability** e.g. written communication skills, dealing with the public etc. | 1. The ability to supervise staff and encourage quality in youth justice services.  
2. The ability to implement policies and procedures according to national standards.  
3. Good interpersonal, organisational and information management skills.  
4. The ability to consult with service users, identify needs and evaluate outcomes.  
5. The ability to assess and prioritise the day-to-day tasks required to ensure the team operates efficiently and effectively.  
6. Be self-motivated and able to work under pressure on own initiative.  
7. An ability to form close working partnerships with a variety of different agencies in all areas of the work.  
8. The ability to ensure equality of opportunity in the provision of services. | I      |
9. To possess good written and verbal communication skills including presentation skills.
10. To be able to recognise and act to address discrimination in the workplace and in the youth justice system.
11. 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

<table>
<thead>
<tr>
<th>Training</th>
<th>Commitment to participating and contributing to training programmes.</th>
<th>AF &amp; I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>To be able to work unsociable hours as part of the working week.</td>
<td>AF &amp; I</td>
</tr>
</tbody>
</table>

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.