Lambeth

Job Description and Person Specification

Restorative Justice Officer
Youth Justice Service

A Lambeth to be proud of



Job Title: Restorative Practice Officer (YJS)

Department: Children's Services

Division: Integrated Children's Commissioning & Youth Services

Business Unit: Youth Justice Service

Grade: PO2

Reports to: Senior YJS Officer

Responsible for: Voluntary Community Panel Members

Context

The Youth Justice Service (YJS) is a multi-disciplinary service which works with children, young people and families to address vulnerabilities, risks and factors that lead to offending behaviour. The service sits alongside the Contextual Safeguarding and Engagement Service to deliver an integrated response which supports children and young people to fulfil their potential and make positive contributions to society.

Job Purpose

To work as part of a multi-agency team to deliver and coordinate the delivery of Restorative Justice and victim liaison that repairs the harm caused by children/young people, brings resolution to victims and children/young people, and contributes to reduced offending, increased victim satisfaction and community confidence.

To develop and manage the implementation and operation of Referral Orders and Referral Order Panels within Lambeth and lead facilitation of victim involvement in Restorative interventions by initiating contact, assessing needs, facilitating involvement in Restorative Justice and providing additional needs led support.

Responsibilities

This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Equality, diversity, and inclusion will be considered across the range of responsibilities.

1. To deliver, facilitate, and assist in the overall development of restorative justice interventions within the service including face to face and shuttle processes, restorative conferences, victim awareness, group work, Referral Order Panel's and other duties as required by the service.

2. Completing restorative justice assessments with all relevant young people and victims to determine whether restorative justice is a suitable intervention; to record and share these assessments with authors of Pre-Sentence and Referral Order Reports and with practitioners for Out of Court Disposal Panels and Initial Review Meetings in line with deadlines set by Court and National Standards.

3. Identify and screen serious and complex cases as defined by Restorative Justice Council Best Practice Guidance and National Occupational Standards and Liaise with National Probation appointed authority for threshold violent and sexual offences.

4. Work with volunteers, victims, children, young people and parties supporting victims to introduce, prepare and facilitate direct and indirect restorative justice processes in line Restorative Justice Council Best Practice Guidance and National Occupational Standards. Undertake risk assessments and all reasonable steps to ensure awareness of potential health and safety risks to colleagues, children, young people, their families, victims and Referral Order Panel members, and members of the public are assessed and take prompt and appropriate action.

5. To undertake visits to victims who wish to participate in a restorative justice intervention, to support assessments, emotional, practical, and advocacy support to victims if requested and/or to refer to relevant agencies where appropriate.

6. Under management guidance and direction, develop, produce and periodically update practice and policy guidance and procedures relating to Referral Orders and Restorative Justice including production of corresponding guidance for the public and other agencies.

7. To represent the views of victims, at panels or directly to children, young people, either in person or via written reports, ensuring the victim's perspective is included for the purpose of the young person's intervention plan and to update victims about the progress of interventions where appropriate.

8. To deliver regular Restorative Justice training and promote Restorative Justice Principles within the YJS, partner agencies and the wider community. Including researching and commissioning training providers within the allocated training budget.

9. To take responsibility for promoting and safeguarding the welfare of children/young person's / vulnerable adults in your care and those who you come into contact with.

10. To establish links with other departments and agencies to ensure the effective delivery of Restorative Justice and services to victims of youth crime. Attend and contribute to meetings, seminars, training events etc. and represent the YJS, victims, and the Youth Offender Panel at such meetings.

11. Act as Youth Justice Service representative on the Youth Offender Panel Meetings and to assist panel members in translating assessments into effective and innovative contracts which are proportionate in the context of preventing re-offending and promoting restorative justice.

12. Undertake recruitment, induction, training, ongoing support, supervision and appraisal of Youth Offender Panel volunteers and maintain contact with other YJS staff, Victim Support and other agencies as appropriate.

13. To be able to quality assure the assessment reports by demonstrating the ability to analyse complex data, balance public protection, safeguarding and broader development issues.

14. To maintain accurate and up to date records of work undertaken with victims, young offenders and their families and exchange information according to protocols agreed by the YJS. Including, implementing systems for monitoring and reviewing activity in Lambeth YJS, analysing and reporting on performance information and providing advice and support to the management team.

15. To attend and represent the YJS at planning meetings, reviews and case conferences and attend internal and external meetings as required.

16. To maintain and improve professional knowledge, skills, and remain up to date with practice developments, research and legislative change and support broader Service knowledge and developments.

17. To undertake other duties that might be reasonably requested from time to time including being available for weekend cover arrangements and on occasion working evenings and weekends.

18. The post holder will participate in the Councils appraisal scheme, take responsibility for the implementation of own Personal Development Plan and continued professional development in those areas relevant to their role and will ensure that the same process is undertaken to all line managed staff.

19. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.

20. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

21. To implement the Council's Equality, Diversity and Inclusion policies and to work actively to promote inclusion and overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service. To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.			**Shortlisting Criteria**
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Qualification	Q1	A recognised degree level professional qualification relevant to the youth justice field such as social work, teaching, health, criminal justice and probation or a Certificate in Effective Practice in Youth Justice (PCEP) with a degree level qualification and evidence of demonstratable post qualification experience	✓A
Key Knowledge	K1	Up to date professional and technical expertise in relation to systemic and whole family practice to improve outcomes for children and families	✓A
	K2	Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to safeguarding children and multi-agency working.	✓A
	K3	Thorough knowledge of the statutory and community partners that contribute to the early help provision and the frameworks used by these organisations	A
Relevant Experience	E1	Extensive experience of successfully managing the most complex and challenging cases.	✓A
	E2	Significant experience of providing systemic and whole family support to families experiencing domestic violence, serious youth violence or poor mental health.	✓A
	E3	Extensive experience prioritising a case load/workload, to be able to use line management supervision appropriately, to understand its purpose and importance.	✓A
	E4	Experience collaborating with social work, education, police and voluntary sector colleagues and other professionals, as the lead professional, in multi-agency settings	A
	E5	Experience of providing expert advice and support to universal and community settings supporting families	A
Other Requirements	R1	Able to work outside normal office hours including evenings and weekends. Evening work is a core component of the post. In addition, a commitment to be able to work at weekends is essential	✓A
	R2	This post is subject to an enhanced DBS check.	

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.





- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.