

Job description

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| Job title | Youth Justice Oversight Manager |
| Directorate | Innovation and Engagement England |
| Grade | <i>SEO Senior Executive Officer</i> |
| Role Type: | Operational Delivery, Stakeholder Engagement |
| Salary band | <p>£36,498- £40,297 National salary</p> <p>£40,228- £44,538 London salary</p> <p>(2022-23 pay award is yet to be implemented)</p> <p>Applicants are normally expected to start of the pay band minima.</p> |
| Responsible to | Regional Head of Youth Justice Oversight |
| Base/location | <p>Posts are required in the following regions:</p> <ul style="list-style-type: none"> • London • South East England • North East England <p>The role will be contractually based at the nearest MoJ hub/office in the region but YJB staff work flexibly, including from their homes.</p> <p>Regular travel within the region and UK is required.</p> <p><i>** Please note that the office locations and towns listed are not exhaustive. They simply represent a sample of where we operate from within the region. Exact office locations can be discussed during your interview or upon successful completion of the interview.</i></p> |
| FTE/hours | Full time: 37 hours per week. Flexible working |
| Job type (i.e. fixed term/permanent/loan/secondment) | Permanent |
| Security Clearance Required | Baseline (BPSS) |

Job Description

Who are we?

The YJB is the public body which advises Ministers, including the Secretary of State for Justice on the youth justice system. Our ambition is to see a Child First youth justice system. A system which looks to children's' strengths and supports children to become the best version of themselves. To this

effect we engage with a wide variety of organisations, partners and parties with an interest in youth justice, we share good practice, champion improvement and issue grants.

Our recruitment is based on merit, we welcome applications from all who can commit to our vision and values, we offer considerable flexibility in how you work and expect commitment and flexibility in return. We continue to strive for equality, diversity and inclusion in our culture and our staff group to this end we encourage applications from those people with traditional protected characteristics. Our staff are public servants, eligible for the Civil Service pension scheme and we are accredited by the Civil Service Commission. This means applications from across Civil Service Departments, their agencies and Arms-Length Bodies are treated as internal applicants. We also welcome applications from those who do not work in these bodies.

Our Vision

Working to ensure a youth justice system that sees children as children, treats them fairly and helps them to build on their strengths so they can make a constructive contribution to society. This will prevent offending and create safer communities with fewer victims.

Aims of the Youth Justice System

Prevention of offending by children and young people:

- To reduce the number of children in the youth justice system
- To reduce reoffending by children in the youth justice system
- To improve the safety and wellbeing of children in the youth justice system
- To improve outcomes of children in the youth justice system

Job Description

Summary:

Our Youth Justice Oversight Managers are key roles in making sure the YJB can fulfil its statutory duty to provide advice to ministers on the youth justice system. Using your initiative, influencing, engagement and problem-solving skills you will take a pro-active approach in developing innovative solutions to resolve complex issues in youth justice.

You will use your skills to influence and provide oversight on key operational issues:

You will be allocated to circa 10 Youth Justice Services and will undertake compliance monitoring of:

- Standards for Children in Justice
- Terms and conditions of the Youth Justice Core Grant
- Key Performance Indicator performance at service level

You will monitor progress against:

- Youth Justice Plan delivery
- Standards for Children in Justice self-assessment action plans
- Post inspection improvement plans

You will represent the Youth Justice Board at:

- Youth Justice Partnership Management Boards
- Scrutiny panels (for example Out of Court Disposal), and
- Relevant key stakeholder partnership boards

You will provide leadership and oversight on:

- Serious Incidents
- Improvement activity

- Developing Practice Forums

You will build outstanding working relationships with colleagues across the YJB including our regional Heads of Youth Justice Oversight, and our external partners in the youth justice system (YJS). In doing so you will enhance our evidence base and build on our understanding of the successes and issues faced by the YJS. You will make sure that the knowledge and understanding you have, and gain, about the YJS is shared appropriately with colleagues to enhance our insight and enable us to retain our position as the only organisation with an oversight of the whole YJS.

You will be required to use your skills and strengths in successful stakeholder engagement, analysing and interpreting complex information from a variety of sources, identifying and sharing evidence-based effective practice, along with your understanding of the youth justice system in England and Wales.

Your work will contribute toward our aims of:

- reducing the disproportionate number of ethnic minority children in the youth justice system,
- reducing re-offending,
- improving resettlement,
- advising on the reduction of serious youth violence
- advising on improvements in the way the sector operates and
- working toward a Child First approach in the youth justice system.

Travel to external stakeholders and YJB offices is expected as part of the role.

All posts within the YJB operate flexibly to make sure that the requirements of the business are met and as such the post holder may be required to undertake other duties in their role or duties in other parts of the business at their grade to meet business priorities.

In carrying out their duties the post holder will respect the YJB's commitment to equality, diversity and inclusion.

Post holders will make sure they understand and adhere to their responsibilities in relation to health and safety and data protection.

Main Responsibilities

- 1 Build relationships with youth justice partners and proactively engage with youth justice stakeholders, maintaining a focus on practice and partnership performance. Contribute to performance improvement and sharing examples of youth justice practice which support the delivery of positive outcomes for children.
- 2 Enable and facilitate briefings and forums for internal and external partners with the aim of promoting evidence-based good practice in the youth justice sector. Work in partnership with sector colleagues to ensure performance improvement is achieved and maintained.
- 3 Seek innovative ways to identify, promote and facilitate the sharing of evidence based good practice, including undertaking performance related assessments and audits.
- 4 Research, analyse and evaluate the effects of proposals, changes, innovations etc. and prepare written papers, submissions and reports for senior staff, ministers or other stakeholders.
- 5 Contribute to the YJB's oversight of the youth justice sector by collating, analysing and interpreting complex information, stakeholder engagement, writing reports and providing evidence-based feedback and intelligence
- 6 Contribute to the youth justice resource hub, developing and promoting evidence-based practice tools and materials such as self-assessments materials and toolkits, evaluation and

oversight

- 7 Working collaboratively to support the delivery of YJB's aims, statutory functions and strategic priorities

Selection process details

This vacancy is using [Success Profiles](#) and will assess your Technical Skills, Abilities, Behaviours, Strengths and Experience.

The assessment process will be made up of two parts:

1. CV (including suitability statement)
2. Interview

CV and suitability statement

Please provide a CV and a statement of no more than 750 words which clearly states which of the locations you are able to work in, how you meet each of the following essential criteria: Technical, Experience and Ability.

In addition; provide a 250 word summary of how you meet the lead behaviour: **Seeing the Bigger Picture**

Interview

The interview will be a blend of presentation and questions. It will consist of a 5-minute presentation on **"How can the YJB have greatest impact on improving outcomes for children in or at risk of being involved in the youth justice system"**. Questions may refer to your application and will refer to essential behaviours and **strengths** as described in the Civil Service [Success Profiles - GOV.UK \(www.gov.uk\)](#).

Should a large number of applications be received, the initial sift may be conducted using the lead behaviour: **Seeing the Bigger Picture**

Essential Criteria

Technical:

- Knowledge/understanding of the Youth Justice System in England and Wales and its interaction with wider services

Experience:

- Experience of collating and accurately analysing complex information or data to make recommendations to improve practice.

Ability:

- Writing clear and succinct reports with clear recommendations for improvement
- competent in MS Office suite.
- Strong communication skills
- Strong organisational skills

Behaviours:

Seeing the Big Picture

- Understand the strategic drivers for your area of work. Align activities to contribute to wider organisational priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's business area. Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

Working Together

- Encourage joined up team-work within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

Changing and Improving

- Work with others to identify areas for improvement and simplify processes to use fewer resources. Use technology where possible to increase efficiency. Encourage ideas for change from a wide range of sources. Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change. Encourage an environment where colleagues know that they can challenge decisions and issues safely. Take managed risks by fully considering the varied impacts changes could have on the diverse range of end users.

Communicating and Influencing

- Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact. Encourage the use of different communication methods, including digital resources and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

Managing a Quality Service

- Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Work with stakeholders to set priorities, objectives and timescales. Successfully deliver high quality outcomes that meet the customers' needs and gives value for money. Identify risks and resolve issues efficiently. Involve a diverse range of colleagues, stakeholders and delivery partners in developing suggestions for improvements. Establish ways to find and respond to feedback from stakeholders about the services provided.

Benefits of working for the Youth Justice Board

- Opportunity to work in an organisation that seeks to make a positive difference to the lives of children at risk of entering and within the youth justice system
- Family friendly policies including flexible working opportunities. Many of our staff combine working from our offices in either London or Wales with working from home; compressed hours, part-time working
- Civil Service Pension Scheme, and/or continuous service transfer of Civil Service Pension Scheme as applicable
- Annual leave of 25 days per annum plus public holidays (or for those transferring directly from Civil Service Departments, their Agencies, Arms-Length Bodies (ALBs) and Non-Departmental Public Bodies (NDPB) we will match current annual leave entitlement, up to 30 days
- As an accredited NDPB we can accept your continuous service from other Civil Service departments their agencies and ALBs/NDBPs.
- Special recognition bonus scheme

- Special leave for unplanned emergencies and for voluntary work
- Employee Assistance Programme offering confidential support and advice for personal and work issues and occupational health
- Health and well-being initiatives such as flu-vaccinations
- Free eye tests and eyecare vouchers for VDU workers
- Interest free season ticket loans
- Regular professional development
- Professional HR Case Management support for managers

Further information on the roles can be obtained by emailing Sue Walker at:
Susan.walker@yjb.gov.uk