

<b>YOUTH JUSTICE OFFICER</b>			
Reference No.	A3988	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Para Professional 4	Grade	FC6

<b>Purpose</b>
<p>Provide a case management service to young people involved in crime and antisocial behaviour.</p> <p>To develop, organise and deliver youth diversion projects in conjunction with a range of internal and external partners.</p> <p>To represent the Safer Communities Service on operational youth issues groups.</p>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Supporting the work of the Safer Communities Team and relevant partners	Knowledge of tasking and co-ordinating methodology Ability to work evenings and weekends Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant discipline Ability to provide a regular and effective service	✓ ✓ ✓ ✓	
Being the point of contact within the Safer Communities Team for all operational youth issues.	Partnership working skills (Take ownership – See ‘How We Work Matters’ Framework)	✓	
Representing the Safer Communities Service on the Youth Offender Management Review Group, contributing to strategy development (working with the Team Manager) and participating in practice reviews.	Comprehensive understanding of local government	✓ ✓	

## Role Profile

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	Experience of solving complex problems (Work together)		
Maintaining social media links, and updating with relevant information, (Fifedirect, Facebook, twitter).	Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)	✓	
Working alongside partner agencies including Police Scotland, Scottish Fire and Rescue Service, third sector partners and Armed Services, leading the development and delivery of youth diversion programmes.	Knowledge of information sharing legislation	✓	
Monitoring and evaluating the effectiveness of youth diversion programmes, using findings to improve service delivery and providing reports to management.	Experience of participation in effective multi agency working	✓	
Supporting young people and their families to address issues around offending behaviour.	Experience in dealing with the public (Focus on customers)	✓	
Providing reports to Procurator Fiscal Service, Scottish Children's Reporter Association, partnership groups and Service Manager and where appropriate attending children's hearings.	Experience of preparing and presenting written reports		✓
Maintaining a sound understanding of Getting it Right for Every Child approach in Fife.			
Being the single point of contact for Scottish Prison Service Through Care Support Officers, (Polmont Young Offenders) – liaising with staff			

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to ensure young person has access to the range of support available from local community planning partners.			
Supporting the effective sharing of information with relevant partners.			
Supporting problem solving groups to tackle problems/issues and tasking local partners to undertake necessary work to identify solutions. Arranging and attending problem solving groups where required.			
Identifying breaches of information security, lack of attendance by partners and non-compliance with tasking process and escalating these to Team Manager.			
Attending Youth Offender Management Group and contributing to agreed courses of action for offending young people.			
Collaborating with internal and external partners to ensure all information is available and thereafter determining appropriate course of action, including signposting to relevant support services, identifying appropriate diversionary activities, issuing formal warnings, taking legal action for ASBO's.	Communication skills Persuasive skills with ability to remain tactful, firm and fair in potentially confrontational situations (Deliver results) Conflict avoidance/resolution skills	✓ ✓ ✓	
Attending and giving evidence in Court if required.			
Undertaking enquiries for casework and finding solutions to complex cases.			

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Completing adult and child Cause for Concerns as necessary. Ensuring feedback received from relevant agencies.				
Contributing to partnership and multi-agency meetings, through co-ordinating services both internal and external to the Local Authority to ensure staff resources are deployed proportionately based on evidenced need.				
Supporting community analysts with research and information gathering.				
Delivering presentations to groups, attending community group meetings and events, as required.				
Delivering training on related issues to other services, partner agencies, and external agencies.				
Keeping up to date with national issues and legislation, and maintaining an informed knowledge of good practice within the Community Safety and antisocial behaviour fields.				
Assisting in the development of practices and procedures to meet legislative requirements.				
Ensuring compliance with and keeping abreast of relevant legislation, regulations and codes of practice such as: <ul style="list-style-type: none"> <li>• Antisocial Behaviour etc. (Scotland) Act 2004</li> <li>• Housing Scotland Act (2001)</li> </ul>	Knowledge of relevant legislation, and good practice	✓		

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<ul style="list-style-type: none"> <li>• Crime &amp; Disorder Act 1998</li> <li>• Criminal Justice (Scotland) Act 2003</li> <li>• Data Protection Act 1998</li> <li>• Freedom of Information Act (2000)</li> <li>• Human Rights Act 1998</li> <li>• Regulation of Investigatory Powers (Scotland) Act 2000</li> <li>• Protection from Harassment Act 1997</li> <li>• Misuse of Drugs Act 1971</li> <li>• Equalities Act 2010</li> </ul>			
Responding to enquiries from e.g. public, elected member.			
Providing statistical information. Maintaining detailed records and providing written reports to Line Manager on responses to reports of alleged illegal activity and subsequent action taken.			
Maintaining accurate record keeping and working to specific deadlines/timescales.	Positive work ethic and attitude	✓	
Dealing with FOI enquiries and Subject Access Requests ensuring relevant information is disclosed.	Knowledge of relevant legislation	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>