

# Lancashire County Council

## Combined Role Profile

### Grade Profile- Technical/Professional- (Grade 8)

Applies to all technical/professional posts at Grade 8/9

<b>Purpose</b> Technical specialists who are highly experienced practitioners within a professional area (e.g. Legal, Engineering, HR, Social Work). As entrant levels to professional disciplines, they have a workload requiring the application of both applied and theoretical knowledge.
<b>Scope of Work</b> Roles are typically reactive and working clearly established service and professional guidelines. Roles will need to apply judgement and analysis to identify alternative solutions to a variety of routine situations. They will need to be proficient in delivering all routine aspects of the job but will increasingly be involved in non-routine work e.g supporting less experienced staff or taking part in project work with more senior members of staff. Communication skills are important as role holders will be interacting with internal and external customers regularly.
<b>Accountabilities/Responsibilities</b> The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role. <ul style="list-style-type: none"><li>▪ Select appropriate procedures to independently carry out more complex technical tasks of an increasingly higher risk nature (e.g. designs, inspections, assessments, analyses) to produce the required technical output (e.g. identification of customer needs, implementation of routine service processes).</li><li>▪ Undertake specialised technical and analytical support activities to assist professional colleagues in delivering more complex services.</li><li>▪ Collate and analyse technical data from a variety of sources and interpret findings for review by more senior colleagues. May include producing ad hoc reports or project work.</li><li>▪ Provide information, advice and guidance to customers by interpreting established procedures, using technical experience, and by applying best practice within the field.</li><li>▪ Provide on the job training, mentoring and guidance to less experienced members of staff to ensure they are able to develop the necessary skills to deliver in their role.</li><li>▪ Regularly communicate with other agencies and service providers to share information, building working relationships and to ensure joined up service provision.</li><li>▪ Suggest improvements to current working methods to contribute to improvements in service provision.</li><li>▪ Suggest improvements to current working methods to contribute to improvements in service delivery.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Recognised vocational or professional qualification plus broad experience in area of expertise. May be working towards a professional qualification or be of graduate entry level with sound practical experience.</li><li>▪ Detailed knowledge of own service area and relevant working systems, equipment and/or IT software, plus an awareness of Council policies and services related to the role</li><li>▪ Analytic skills and problem-solving capability</li><li>▪ Ability to informally train and mentor less experienced staff</li><li>▪ Ability to influence others based on technical or professional expertise</li><li>▪ Ability to build and maintain effective networks and relationships</li></ul> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b> <ul style="list-style-type: none"><li>▪ Quality of own work against legal, safety and best practice standards</li></ul>

- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

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## Operational Context Form

<b>Post title:</b> Child and Youth Justice (CYJ) Social Worker					
<b>Directorate:</b> Children's Services (Front Door Assessment and Adolescent Services)			<b>Location:</b>	Countywide	
<b>Establishment or team:</b>	Lancashire Child and Youth Justice Service (CYJS)			<b>Post number:</b>	TBC
<b>Grade:</b>	Grade 8/9	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	Yes

CYJS vision is to improve outcomes for children, parents/carers and families. Preventing and reducing risk of offending and harm, leading to safer communities and fewer victims of crime.

CYJS mission is to strive to achieve the vision by working in line with the core principles of Child First, Trauma Informed and Restorative approaches.

### Scope of Work - appropriate for this post:

To work as a member of a multi-agency team with children delivering the statutory aim of preventing offending behaviour. CYJS priorities are: -

- Preventing offending
- Diverting children from the youth justice system
- Reducing re-offending and harm
- Reducing the number of children entering custody
- Increasing victim and public confidence

To work in accordance with the CYJ service principles 'child first, trauma informed and restorative'.

To be responsible for the effective supervision and management of children in the community and secure estate, including those who are assessed as high risk of harm to others and/or those who have high risk safety and wellbeing concerns.

To be responsible for the engagement, assessment, intervention planning and delivery, review, evaluation and enforcement of sentences for children (community and custody).

Providing advice to Courts as appropriate, including assessments of safety and wellbeing and risk of harm, in order to protect the public, target resources and identify effective interventions.

To follow the Lancashire Children's Safeguarding Assurance Partnership policies and procedures.

To work with families, parents and carers of those subject to CYJS intervention, to ensure the safety of the child and compliance with CYJS supervision.

### Accountabilities/Responsibilities – appropriate for this post:

1. Assess a child and family's needs and risks that relate to their offending behaviour and safety and wellbeing using the appropriate CYJS assessment tool (AssetPlus or Early Intervention).
2. Develop and deliver intervention plans that address the child and family's needs and risks to identify solutions to facilitate engagement.
3. Continuously monitor and review assessments and intervention plans for children and family's to ensure that they remain relevant and timely. Any significant changes in risk (harm/safety and wellbeing) to be notified to a CYJS Manager.
4. To work with children assessed as having high safety and wellbeing concerns and/or present a high risk of harm to others.

5. Record assessments, case information and contacts as required using the CYJS computer-based case management system.
6. Produce reports for Out of Court Disposal Panels, Referral Order Panels or Youth and Crown Courts as and when required in accordance with the 'Standards for Children in the Youth Justice System' (2019).
7. Represent the CYJS in the Youth and Crown Courts to provide information to Sentencers, providing pre and post sentence support (including bail information and assessment) to children and their families, and prosecuting breach cases in the Youth Court.
8. Ensure that the Sentence is managed in line with the 'Standards for Children in the Youth Justice System' (2019) by engaging with the child, parent and carer, and motivating them to engage.
9. Follow CYJS enforcement procedures, including use of compliance panels, as required in order to comply with the 'Standards for Children in the Youth Justice System' (2019).
10. Ensure effective liaison, communication and working relationships between CYJS staff, partner agencies, (Police, Health, Education, Children's Social Care, and the Probation Service) and external agencies such as custodial establishments to ensure the best possible outcomes for children and their families. This includes all remands and CLA reviews.
11. Undertake work in relation to the delivery of Referral Orders including attendance at community panels.
12. Demonstrate pro-social modelling skills and recognise pro-social behaviour and attitudes in others.
13. Use a variety of approaches ensuring positive factors are promoted and demonstrating commitment to promoting change.
14. Working with children, their family and their victims using strength based, trauma informed and Restorative approaches. Ensuring children understand the impact of their offending on themselves, their families, their victims, and the community.
15. To work in accordance with effective practice principles, the 'Standards for Children in the Youth Justice System' (2019), local policy and case management procedures.
16. Participate in CYJS quality assurance processes as required and take responsibility for own professional development.
17. To promote diversity and anti-discriminatory practice by being aware of and responsive to the differing needs of all sections of the community.
18. To contribute to the flexible and collaborative multi-agency arrangements and service culture, ensuring continuity of priority services during staff absence and variable workload pressures.
19. To work jointly with others in the supervision of community-based interventions or sentences and post release interventions, including prevention and diversion work, Out of Court Disposals, reparation and restorative justice activities.
20. To prepare for and contribute to the supervision and performance development and review process.
21. To be responsible for own learning and share an up-to-date knowledge of research findings in relevant fields of social work.
22. To contribute to the monitoring, research and evaluation of Youth Justice Services, in order to assess the effectiveness of services to reduce and present offending by children.
23. To make an active contribution to the Lancashire Improvements Programme (including Working together with Families) undertake the role of Lead Professional where appropriate.
24. To participate in inspections/audits by relevant authorities including HMIP.
25. To provide a duty system as required.

**Accountabilities/Responsibilities – appropriate for this post at Grade 9:**

1. To meet the criteria of Children's Services/CYJS definition for a Senior Social Worker (Grade 9) and successfully progress through the approval process.

**Additional supporting information – specific to this post.**

**Other duties**

1. To undertake evening and weekend work as required by business need, this will include Court duty work.
2. To undertake other duties at the same level of responsibility at any time, as well as or instead of those listed here.
3. To work across office bases as required.

This is not to be regarded as exclusive or exhaustive, there may be other duties and requirements at the same responsibility level associated within the post.

<b>Prepared by:</b>	Georgine Lee	<b>Date</b>	Dec 2022
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**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

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<b>Person specification</b>		
<b>Post title:</b> Child and Youth Justice Social Worker	<b>Grade:</b> 8/9	
<b>Directorate:</b> Children's Services (Front Door Assessment and Adolescent Services)	<b>Post number:</b> TBC	
<b>Establishment or team:</b> Lancashire Child and Youth Justice Service		
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
Applicants must possess a Social Work qualification and Social Work England Registration	E	AF
Applicants must either possess or be willing to work towards Practice Educator Stage 2.	E	AF
<b>Experience</b>		
Working with children and their families in a social care setting	E	AF/I
Working in partnership with others	E	AF/I
Undertaking complex comprehensive assessments	E	AF/I
Working with children who offend	D	AF/I
Working restoratively	D	AF/I
Working in a Social Worker role with 12 months practice	D	AF/I
<b>Knowledge and skills</b>		
To be able to undertake comprehensive and complex assessments and timely reviews (e.g. AssetPlus, CAF)	E	AF/I/T
To communicate and engage with children and their families, in varied and complex circumstances	E	AF/I/T
To understand the issues in assessing safety and wellbeing and risk of harm using child protection procedures and safeguarding as appropriate	E	AF/I/T
To prepare and present verbal and written information	E	AF/I/T
To demonstrate knowledge of family functioning, child development and trauma informed practice	E	AF/I
A good working knowledge of the local communities	E	AF/I
To deliver interventions to children tailored to their particular needs and risks	E	AF/I
To use IT skills to record and communicate information	E	AF/I
To have personal organisational skills, commitment and flexibility	E	AF/I
To represent Lancashire CYJS and contribute to or lead internal and multi-agency meetings, sharing information as appropriate	D	AF/I
To have an understanding of the principles of evidence-based practice and skills in delivering programmes	D	AF/I

To undertake restorative approaches with children, their families and their victims	D	AF/I
To have a working knowledge of youth crime and children's legislation, and theoretical concepts, legal frameworks and to work within policy and procedures	D	AF/I
To support children and their families at point of transition to and from other services	D	AF/I
To effectively manage and enforce Court Orders and Licences	D	AF/I
To prepare Pre-Sentence and Referral Order reports to defined standards	D	AF/I
<b>Other (including special requirements)</b> <ul style="list-style-type: none"> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Display the LCC values and behaviours at all times and actively promote them in others</li> <li>• This is an essential car user post. <i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.</i></li> </ul>	E E E	I I I
<b>Date:</b> Dec 2022		
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

Team/Establishment	Lancashire Child and Youth Justice Service
Post title	Child and Youth Justice Social Worker
Description of main activities the employee will be required to undertake (or attach role profile)	
As above	
Form completed by: (print name) Georgine Lee	

**A. The post to which this form refers will or may involve one or more of the following activities.  
(Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

None

<b>Head of Service/Headteacher/Line Manager (please print)</b>		Georgine Lee	
<b>Telephone Number:</b>	01772 532047	<b>Date:</b>	Dec 2022