

PERSON SPECIFICATION

NOTE TO MANAGER:

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description, person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met. You will also need to indicate the method of assessment e.g Application form, certificate, interview, presentation, test etc.

JOB TITLE: Senior Practitioner

GRADE: 9

DIRECTORATE: Children and Young People

SERVICE: Youth Justice Service

CRITERIA:

Experience – (required to do the job). Consider type, paid, unpaid. Emphasis is on range and depth rather than length.

1. Experience of working with young people and families involved in offending. (E)
2. Supervisory experience. (D)

Skills and Abilities – Consider level and type e.g. written, verbal, numerical, supervisory or other job-related skills including suitability to work with children and/or vulnerable adults.

3. Able to work as part of a multi-agency team. (E)
4. Ability to assist in staff and volunteer management in conjunction with the Manager including areas of appraisals, recruitment, development, welfare, discipline, motivation and overseeing reports. (E)
5. Able to communicate effectively with young people, both individually and in a group setting. (E)
6. Able to assess the needs of young people, their families and harmed persons and formulate interventions according to requirements of risk and vulnerability issues. (E)
7. To be able to make decisions and choices that involve young people/harmed persons and bring to the attention of Managers when necessary. (E)
8. Ability to design and operate alongside Team Managers a comprehensive case management system to ensure quality and effective results (E)
9. Able to communicate effectively and negotiate and make presentations to

multi-agency services including the Court and advocate effectively in a variety of settings. (E)

~~Ability to motivate and engage young people in programmes of work to address offending behaviour. (E)~~

10. Able to gather information and produce reports. (E)
11. Able to maintain and develop accurate case records both manually and electronically. (E)
12. Able to understand and apply guidance associated with relevant child-care, criminal justice and victim legislation. (E)
13. Ability to recognise the impact of offending on the victims of crime and promote the creation of a safer Community. (E)
14. Participate in case and personal supervision, as required. (E)
15. Ability to set clear objectives and outcomes for case management. (E)
16. Participation in evaluation and monitoring of YJS objectives reflecting in performance from staff, external agencies in line with Youth Justice Board National Guidelines. (E)
17. Ability to bring to the attention of Managers any situation where a young person or harmed person is at risk or deemed to be a significant risk to others. (E)
18. To be conversant with, and use, Information Technology facilities available within the Department. (E)
19. To use appropriate models of working with young people dealing with offending behaviour. (E)
20. Demonstrate effective skills in working with children and/or vulnerable adults (E)
21. Demonstrate creativity, being able to look at things in new ways and come up with solutions that meet need, which are safe.

Education/Qualifications/Knowledge – Consider level and type e.g. vocational training, job-related.

22. Numerate and literate. (E)
23. DipSW, CQSW or equivalent qualification ie degree or diploma in Youth Work Probation Studies, Police or Relevant NVQ4 or relevant qualification in the Criminal Justice Field. (E)
24. Able to take responsibility for own learning, reflect on own practice and make constructive use of the opportunities for personal and professional development. (E)
25. Commitment to gaining a PCEP (Professional Certificate in Effective Practice), if not already achieved. (E)

Other Requirements – Hours of work, rota pattern, working conditions, location and the requirement to drive should be stated if essential to the job. Specify if standard or enhanced CRB clearance is required.

26. To be able to work in and across, Cheshire East, Cheshire West, Halton and Warrington, as appropriate. (E)
27. Able to manage time effectively and prioritise own workload. (E)
28. Able to work unsociable hours as part of a duty rota, including evenings and weekends. (E)
29. Ability to drive and in possession of a current, valid driving licence and have access to own transport. (E)
30. Be available as required for call out responsibilities and duties outside of core hours. (E)
31. Able to undertake appropriate training, including a compulsory induction programme of up to 2 weeks. (Due consideration will be given to those applicants with caring responsibility or disability). (E)

Commitment to Equal Opportunities – Consider the level of understanding and knowledge required.

32. To be aware of the anti-discriminatory practices and plan interventions that address the particular needs of disadvantaged young people and families involved in the Criminal Justice System. (D)
33. Ability to develop and apply anti-discriminatory practice. (E)
34. Ability to understand and demonstrate commitment to equality and diversity (E)

Commitment to Service Delivery/Customer Care – Consider level of knowledge required.

35. Able to build constructive relationships with parents and carers. (E)
36. Able to develop close links and work effectively with staff from other agencies in the voluntary and statutory sector, including the Courts. (E)
37. Willing to undertake further training. (E)

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Methods of Assessment key

A = application form, C = Certificate, E = Exercise, I = Interview, P = presentation, T= Test, AC = assessment centre

