

POST TITLE	HEAD OF CRIMINAL JUSTICE SERVICES
DIRECTORATE	EDUCATION AND CHILDREN'S SERVICES
SERVICE	CRIMINAL JUSTICE AND CHILDREN'S SERVICES
RESPONSIBLE TO	CHIEF SOCIAL WORK OFFICER AND SERVICE DIRECTOR FOR CRIMINAL JUSTICE AND CHILDREN'S SERVICES
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	PERMANENT

PURPOSE OF JOB

To be primarily responsible for the performance, efficiency and development of the Criminal Justice service delivery and functions within the division and across the team and Department. To ensure the service delivers effectively to meeting the objectives of the Community Justice Partnership alongside key stakeholders. As required.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Manage a major service area across the Council in reducing reoffending.
- Work with partners to deliver the objectives of the Community Justice plan.
- Responsible for the effective delivery of excellent public services to our customers, including improving outcomes to those in need of essential quality of life services across localities and directorates.
- Responsible for management of significant statutory and regulated services, which are monitored and benchmarked at a national level. Maintaining the quality of the service in order to uphold the reputation of the Council.
- Lead on the development of initiatives, strategic plans and policy development within the service area and across the department and Council, as required.
- Manage and monitor the performance of external consultants and contractors.
- To initiate, develop and manage the implementation of major innovation projects.
- Secure funding packages and ensure delivery of all budgets, including the Section 27 budget, within timescale.
- Responsible for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Corporate Leadership Team and the relevant committees as well as business and stakeholder groups.
- Ensure and demonstrate the service provides best value.
- Set standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
- Lead on identifying and establishing effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
- Identify opportunities for continuous improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of service change.
- Present expert evidence and opinion at Public Enquiries, Planning Enquiries and court proceedings etc.
- Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder will require extensive knowledge and skills in a range of unrelated professional disciplines to the extent that they can manage a major service area involving the delivery of specialist services, in addition to these disciplines.
- This will usually mean the post holder is qualified to degree or postgraduate level in a relevant discipline and will have an additional management qualification or extensive management experience.
- Effectively lead and develop team-working within the service area and across the wider environment in which the post-holder operates.
- Deputise for other service managers or represent the Executive Director, Chief Social Work Officer and/or the Council as required.
- Work closely with Chief Officers, Elected Members, Senior Officers and external agencies to represent the Council's interests.
- Take personal responsibility for the development of sustainable strategic plans, service delivery and development.
- The post will represent the Council on a range of external bodies and will have the authority to commit the Council to a course of action with major implications.
- The post will have the final decision on all advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a range of major services across the council and the City.
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ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will strategically manage a major service area interpreting the changing local and national landscape impacting on the service.
- Operational matters requiring an immediate response will normally be dealt with by the operational and service managers reporting to this post.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people will not be more than the normal required of a Council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will be responsible for the planning, co-ordination and management of a major service area and as such will have a number of service managers reporting directly to them.
- The service managers will in turn be responsible for delivering a major service.
- There will be over 600 staff in total across all services and these will cover a range of different professions.

RESOURCES

- The post holder will be responsible for a budget of 13.3 million.
- The post holder will work productively with Finance colleagues to ensure a balanced budget position.
- The post holder will be responsible for the safe and efficient running of buildings within the service, where the service is the only inhabitant.
- Where the service is in shared location buildings the post holder will ensure that the service is able to contribute and communicate effectively with other service areas sharing the premises in order to address all issues that may affect the building and the delivery of the service.
- The post holder will ensure that personal information held about service users or performance data, within the case file management system should be maintained safely and in accordance with the principles of GDPR.

For non-staffing budgets the post holder will be responsible for the governance of the appropriate use of these budgets and their contribution to maintaining a break-even budget position.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- The Council must abide by relevant health & safety and employment law, as well as the common-law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. The post holder is therefore required to carry out duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near miss reporting procedures.
- If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near miss reporting procedures are understood and complied with.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).