

Post Specification

Post Specification - Key Information

- **Post Title: Youth Justice and Prevention Performance Officer**
- **Date: April 2025**
- **Post Group Number: 7067**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

Service Area Description

The Youth Justice and Prevention Service (YJS) is a multi-disciplinary service which works with children, young people and families to address vulnerabilities, risks and factors that lead to offending behaviour.

Purpose of this Post

The postholder will deliver a high-quality performance monitoring, quality assurance, and ICT/information service to the Youth Justice Service (YJS) Management Board, Service Manager, Youth Justice Board, and partner agencies. They will provide accurate information for various statutory returns including the quarterly and annual Youth Justice Board Returns. They will lead on the collection, collation, analysis, interpretation, and reporting of YJS data, providing expert insight to inform service delivery and strategic decision-making.

They will also oversee the development and implementation of a robust quality assurance framework to support effective and efficient YJS practice. In addition, the postholder will be responsible for developing and maintaining the YJS ICT infrastructure to respond to the evolving needs of the service, partner organisations, and service users.

A key part of the role will be to provide a professional, high-quality business support service to YJS managers, practitioners, and service users.

Key Job Specific Accountabilities

- To collate, interpret and analyse service performance, risk and project management information and to support the service's arrangements for reporting, monitoring and management of performance.
- To contribute to the development and design of performance, risk and project management information reports, ensuring that the service's performance can be readily compared with local and national targets, nearest neighbours, family groups, and top performing authorities, and that trends in performance are readily available and understood.
- To collate, interpret and analyse service information for inclusion in statutory returns for various government departments and other regulatory bodies.
- To contribute to the development and maintenance of systems for processing service performance information, ensuring that good quality and timely performance information is available for end users.

- To establish and maintain effective working relationships with all relevant internal and external agencies, partners, and service providers.
- To present clear, evidence-based outcomes to the Youth Justice Service Manager to inform and support decisions on service improvement

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** No budget responsibility
- **Staff Management Responsibilities:**
 - No direct line management responsibilities.
 - Responsible for contributing to teamwork in a multi-functional environment.
- **Other:** Maintain Youth Justice ICT System

Essential Criteria

- **Qualifications:**
 - Degree or equivalent (NVQ 3 or 4, or NQF Level 4 or 5, or equivalent) or relevant experience.
 - Experience of interpreting and presenting performance and risk management information to inform senior and service managers in a local authority and partnership context.
- **Knowledge:**
 - knowledge of service/business area and context of operation.
- **Experience:**
 - Experience of sourcing and interpreting large volumes of data and collating data into high quality management information.
 - Good written and verbal presentation skills.
- **Expertise:**
 - Established people management skills, interpersonal skills and ability to influence.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Moderate
- **Physical Demands:** Minimal
- **Working Conditions:** Minimal

Other Factors:

- Ability to travel around across Westmorland and Furness
- May be required to work some out of hours