

Job Description

Job Title	Senior Practitioner
Directorate Children'	Children and Young People's Services
Service Area	Supporting Communities
Grade	8
Competency Level	2
Salary	£47,665 – £53,051
Job Type	Hybrid
Location	Edge Hill Customer Focus Centre
Disclosure and Barring Service (DBS)	Enhanced DBS with Child Barred List (Children's Workforce)
Job Evaluation Ref No.	

Job Purpose

- To develop, deliver or co-ordinate a range of services and programmes for young people and ensure the effective delivery of services
- To undertake quality assurance of the work of staff in the service to improve service delivery and standards
- To support team managers in the operational arrangements for the delivery and improvement of services

Directly Responsible For:

Targeted Services Officers

Directly Responsible To:

Team Manager

Main Areas of Responsibility:

- Managing and developing a range of services and projects, including work with statutory and voluntary sector partners to enable and improve delivery
- To lead on the development of and manage programmes of work with and for young people, particularly those who are disadvantaged, vulnerable and /or young offenders to increase their motivation, skills and improve life chances
- To work as appropriate with the voluntary and statutory sector to identify and co-ordinate Targeted Youth Support related services
- To undertake Quality Assurance and audit reviews in accordance with service practice and procedures
- To ensure adequate record keeping in line with Quality Assurance requirements and other corporate frameworks
- To produce regular reports on service outcomes, including the monitoring of commissioned services
- To support the increase of local volunteering and community capacity to provide services for young people
- To ensure young people are consulted in ways which enable them to influence and inform the delivery of the service area and to encourage their participation and responsibility in their own communities
- Prepare and present reports for and attend appropriate meetings as and when requested

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one-to-one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to

carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant professional qualification (A, I)

Desirable

- Professional post-qualification study and qualification
- A relevant management qualification or commitment to gaining a relevant management qualification within two years of taking up post

Experience

Essential

- Substantial post-qualifying experience in a youth justice, youth work, community safety or children's services setting (A, I, E)
- Staff management and supervision (A, I, E)
- Financial management (A, I)

Desirable

- Experience of developing the skills and experience of fellow professionals
- Working in partnership with statutory and non-statutory agencies
- Comprehensive knowledge of relevant legislation

Skills/Abilities

Essential

- Ability to manage complex cases and manage risk (A, I, E)
- Knowledge and ability to develop evidence-based practice in respect of programme delivery and service development (A, I, E)
- Ability to develop excellent working relationships and influence both the statutory and voluntary sectors across the spectrum of young people's services (A, I, E)
- Ability to work without supervision of a manager. The ability to manage and progress own workload (A, I)

Desirable

- The ability to motivate and develop individuals professionally and to implement/operate performance management
- Ability to work and manage in a multi-agency organisation
- Excellent written and verbal skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Essential car user, full clean UK driving licence (A)
- Flexibility to work evenings and weekends as determined by service demands (A)