

## **Job Profile Information: IYSS Court Coordinator**

This supplementary information for *IYSS Court Coordinator* is for guidance for Job Level 3 Zone 1

### **Camden Way Category**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **Role Purpose:**

- To hold responsibility for the effective management of court administration including consistent data recording, document management and information gathering.
- To support the work of the IYSS in preventing offending and re-offending by children and promoting young people's full participation in education, employment and training.
- To work creatively and effectively with the Resource/Operations Team Manager and other colleagues to develop, maintain and review the services of the IYSS.

Integrated Youth Support Services is comprised of 3 strands:

- Youth Offending: Focus on reducing first time entrants into youth justice system, reducing reoffending and reducing young people entering custody.
- Progression and Participation: Focus on supporting young people to remain in education, employment and training and support progression and attainment by offering accredited out of school learning opportunities. It will also explore and maximise opportunities for trading services.
- Prevention/Early Help: Offer targeted interventions/programme of positive activities for young people considered to be at risk, through group work and on a one to one basis offering case management support to directly address their needs.

All staff working in the Resources and Operation team will be expected to provide support across the 3 strands of the service.

### **Example outcomes or objectives that this role will deliver:**

- To prepare for and attend court, completing relevant administrative tasks as required including preparation of breach packs, summons, warrants and all post court administration ensuring consistent and accurate data recording.
- To be responsible for the upkeep of the facilities at Court and liaise with relevant departments when necessary.
- To work in partnership with colleagues in administrative, case management and management functions to ensure all court documentation is completed in a timely manner.
- To liaise with partner agencies (e.g. Police, external court teams, CPS) in the gathering of key information ensuring swift and fair administration of Justice.
- Maintain clear, precise and accurate case management records on IT client information systems, in accordance with local and national standards. To include regular data cleaning of the IT systems.
- To attend and service the sentencing panel meeting.
- To work collaboratively with the Operations and Resource team, and make recommendations for improvements in local systems and procedures to contribute to the effectiveness of workflow.
- To maintain confidentiality and observe data protection guidelines.
- To receive and distribute information and communications effectively, through court results, telephone calls, emails and paper. To access electronic messages and respond as necessary.
- To share responsibility for the effective day to day coordination of case management including the support of consistent data recording, document management and information gathering.

You will be required to undertake any other appropriate and reasonable activities as required by the Operations and Resource manager.

#### **People Management Responsibilities:**

N/A

#### **Relationships;**

To liaise with external agencies such as the Youth Justice Board, Ministry of Justice, Home office, Police, CPS, Her Majesty's Inspectorate of Probation.

**Work Environment:**

- The hours of work are 9am to 5pm in general; however this role requires weekly attendance at Court which may occasionally go beyond 5pm.
- There is a requirement to be able to work flexibly, across Camden locations, and outside normal office hours when required and be flexible and adaptable to ensure consistent provision of service.
- The post holder will be required to take responsibility for the compliance with Health and Safety legislation in accordance with the Council and departmental safety arrangements, policies and codes.

**Technical Knowledge and Experience:**

*(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility