**ROLE PROFILE**

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| **Role Title:** | | Restorative Justice Senior Practitioner | **Leadership level:** |  |
| **Post reference:** | | 30038 | **Job family:** |  |
| **Grade:** | | F (£26,244-£28,725) | **Location:** | Cobalt |
| **Allowances:** | |  | **Politically restricted post:** | No |
| **Area command / Department:** | | Criminal Justice | **Vetting level:** | RV |
| **Reporting to:** | | Service Manager | **Date accepted as a role profile:** | 13th September 2021 |
| **Posts responsible for:** | | None | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| The post holder will be an experienced Restorative Justice Practitioner and will be responsible for facilitating direct and indirect victim focused restorative justice interventions in serious and complex cases, as well as overseeing and supervising practitioners with their restorative case load.  They will work collaboratively with a wide range of agencies across the region such as National Probation Service (NPS), CPS, Courts, Prisons, and other Voluntary Sector agencies.  The post holder will also provide statistical information and reports to management team where required, monitoring cases and gathering feedback from interventions. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Manage a varied caseload of serious and complex case, delivering and facilitating both indirect and direct restorative justice interventions | | | |
| **2** | Undertake risk assessments and visits, in a variety of settings, to assess suitability for both victim and offender to proceed with restorative justice and adhere to the Restorative Justice Council best practice guidance when facilitating Restorative Justice | | | |
| **3** | Assess victim and offender needs and make referrals and signposts to other support services where required. | | | |
| **4** | Provide information and explain the process and principles of restorative justice to victims of crime and offenders in the community and in custody. | | | |
| **5** | Inform and support victims, offenders and family members throughout their involvement, working in line with the principles of Restorative Justice. | | | |
| **6** | Supervise the work of other RJ practitioners providing guidance, quality assurance and case supervision, supporting them to deliver RJ interventions and develop their practice. | | | |
| **7** | Ensure safe and effective referral to practitioners and feedback to inform learning and best practice | | | |
| **8** | Attend meetings with partner agencies to ensure effective RJ across Northumbria and maintain relationships through networking with key partners. | | | |
| **9** | Ensure all records and systems are maintained with accurate information and comply strictly with data protection. | | | |
| **10** | Provide statistical information, data and reports to management where required. | | | |
| **11** | Gather feedback data on restorative justice interventions from both victim and offender | | | |
| **12** | Work alongside management team to assist in developing processes and guidance to deliver effective safe RJ . | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:**  **External:** | | | | |

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| **Part C – Competencies and Values** |
| **National competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Trained and Experienced Restorative Justice Practitioner  Serious and complex RJ trained with experience working with serious and complex RJ cases, delivering interventions  Knowledge and experience working in Criminal Justice System |  | Application/interview/  CPD |
| Planning and organising | Experience of organising meetings, conferences and interventions with both internal and external partners. |  | Application/interview/  CPD |
| Problem solving and initiative | Able to demonstrate strong problem solving skills |  | Application/interview/  CPD |
| Management and teamwork | Able to develop and maintain good relationships with partners | Experience supervising and leading staff  Experience carrying out case supervision and providing guidance working on cases with staff | Application/interview/  CPD |
| Communicating and influencing | Confident and comfortable working with and communicating with both victims and offenders in a variety of settings  Excellent written and verbal communication skills  Experience updating and maintaining case management, information systems and databases with proficiency in Microsoft packages |  | Application/interview/  CPD |
| Other skills and behaviours | Clean driving license / access to car  Willingness to travel, as some RJ interventions may be outside of the force area |  | Application/interview |