

Job Title: Restorative Justice Officer

Department: Probation and After-Care

Section: Probation- Criminal Justice

Reports to: Team Manager

JE Ref: NMIN1004

Grade: CS10

JE Date: 27/03/2023

Job purpose

The Restorative Justice Officer is responsible for the delivery of a high-quality restorative justice service, using defined best practice interventions and bespoke approaches to bring resolution to victims and offenders, repair the harm caused, contribute to reduce offending and increased victim satisfaction and community confidence in the criminal justice system.

To coordinate the Probation Service and other statutory and voluntary agencies in the implementation of the Positive Steps Programme to provide a rehabilitative, reparative and educational programme for young people who have been sentenced by a Court / Parish Hall. This will involve planning bespoke activities relevant to the offenders' needs to ensure sustained positive impact in the young person's life, leading to a safer, healthier and purposeful future where offending does not feature.

To provide the Courts, Prisons and Parish Hall Enquiries with a high-quality service, through the analysis of complex information and provision of assessment and progress reports. To supervise, medium risk offenders in order to protect the public (and victims) from harm, reduce their risk of reoffending and encourage restitution. To be accountable to the Court for the particular assessment or Order delegated. The postholder will be responsible for their own caseload using their Restorative Justice knowledge and skills to ensure a successful delivery of an evidence-based programme which upholds the principles of the European Convention on Human Rights and United Nation Convention on the Rights of the Child which lay the foundation of the Government Plan's strategic vision of developing a community where people feel respected and able to flourish, as well as safe and protected.

Job specific outcomes

1. Attend, contribute and lead professional meetings where appropriate to develop effective working relationships with both internal and external stakeholders at all levels to deliver a professional, victim-led Restorative Justice service using a Child First and trauma informed approach.
2. Liaise with other professionals including States and Honorary Police, Education services, Children's Service and the courts in order to design and facilitate victim offender reparation and mediation schemes.
3. Responsible for Initial Risk Assessments for an individual's suitability for Restorative Justice at various points of the criminal justice process and liaise with victims, offenders and practitioners providing direction on how best to proceed.

4. To protect, promote and monitor the safety and welfare of individuals, their families, victims and the public and contribute to other statutory agencies assessments about risk, safeguarding, wellbeing and likelihood of reoffending. The postholder will work autonomously working across agencies in order to improve outcomes for all stakeholders.
5. Responsible for the planning, implementation, and management of a range of interventions with regard to the Restorative Justice and Positive Steps initiatives, including community-based alternatives to custody and direct work with medium risk offenders, children and families, with complex needs. For example, acute mental health issues, chronic substance misuse etc. Responsible for developing and designing Restorative justice care and intervention plans using specialist expertise in the supervision and management of medium risk individuals including generalised violence, young offenders and prisoners.
6. Solely responsible for risk assessment and management for Restorative Justice conferences and being accountable for ensuring that Court Orders, Parish Hall Deferred decisions and interventions are adhered to. Taking the appropriate enforcement action in instances of non-compliance.
7. Maintain clear, accurate and up to date records of case work and assessments undertaken with victims and offenders to ensure that all relevant information is held in accordance with established data protection legislation and service policy and practice, confidentiality, disclosure, and consent policies. Prepare records and documents that may be disclosable for the purpose of Serious Case Reviews, external inquiry, and inspection. Maintain information sharing with appropriate agencies in accordance with agreed protocols.
8. Represent the Probation Service both within the island and externally and provide training to Honorary Police and the Education service regarding Restorative Justice principles and current initiatives. Contribute to Service development and continuous professional development.
9. Manage and prioritise a defined caseload and provide evidence-based plans for children and young people responding to service users and parents, gathering, and sharing information with partner agencies, and undertaking home and school visits. These include children/young people who are looked after, with complex needs, care leavers, those individuals affected by domestic violence, substance misuse, mental health and adverse childhood experiences.
10. Deliver regular progress and data performance information to ensure that Restorative Justice remains aligned to operational and strategic plans, anticipating risks, using problem solving and risk management techniques to prevent their occurrence. Instigate remedial actions where problems are highlighted in analysis of data.
11. Attend Courts and Parish Hall Enquiries to provide information and advice about the suitability and progress of offenders for Restorative Justice and other community-based initiatives.
12. Deputise for Probation Officers as required to ensure continuity of service.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

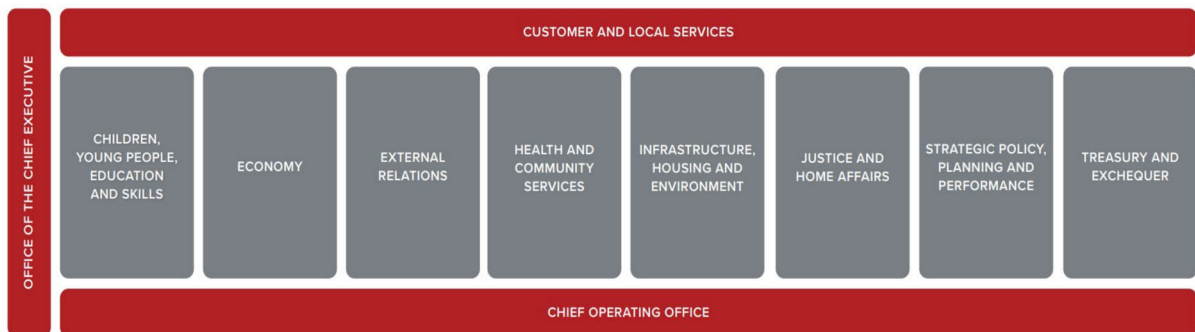
List the primary service areas that are accountable to the role

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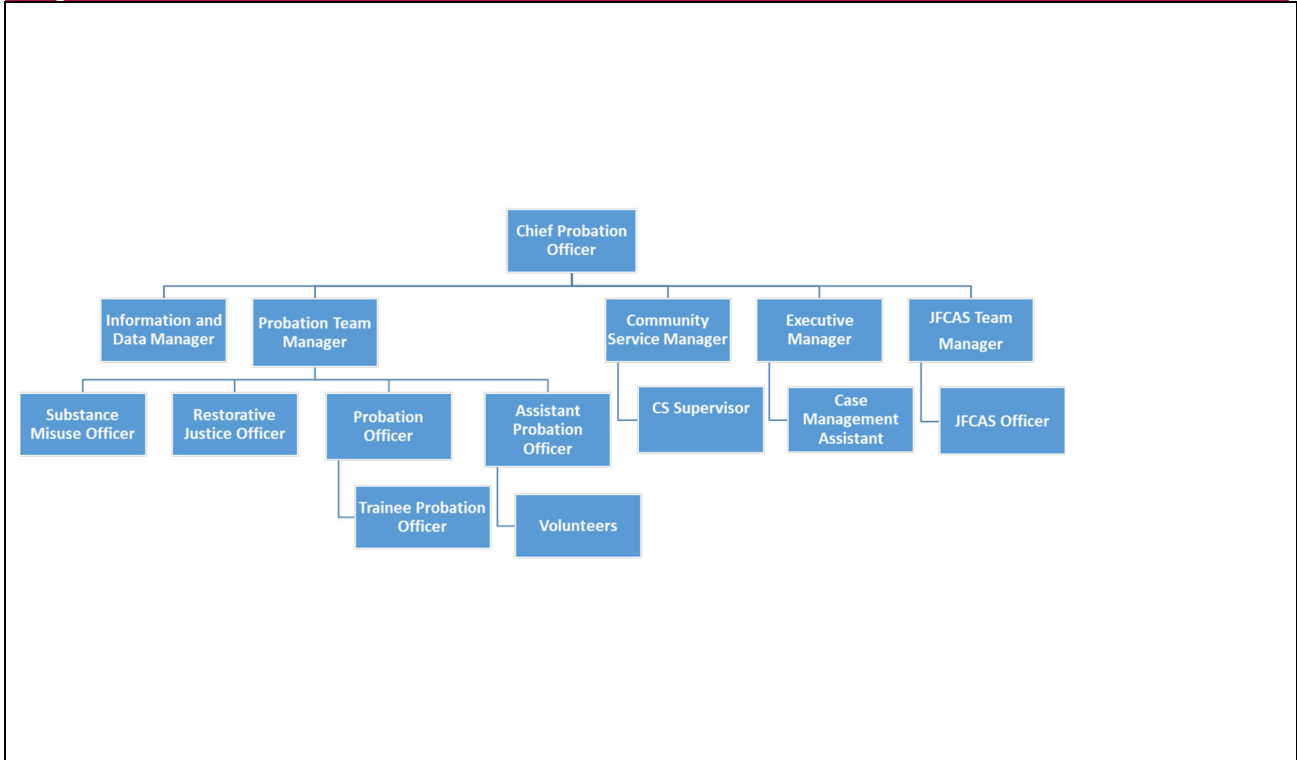
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Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Relevant professional qualification e.g. Degree, Diploma or equivalent experience within a criminal justice environment.</p> <p>Accredited training /Certificate in Restorative Practice.</p> <p>Understanding of Trauma informed practice.</p> <p>Jersey Children First Training.</p> <p>Safeguarding Level 3.</p> <p>Good understanding of the management of risk and supporting vulnerable children, families and victims in the community.</p>	
Knowledge	<p>Extensive Knowledge of statutory legislation, Court processes and procedures and theory relating to criminal proceedings. The postholder must possess a proven ability to work autonomously in their particular area of expertise, be motivated and conscientious, exhibiting the capacity for independent, responsible professional decision making, often whilst under considerable pressure and whilst working as part of a multi-disciplinary approach.</p> <p>Knowledge of the Children (Jersey) Law 2002, Criminal Justice (Young</p>	

	<p>Offenders) Law 2014 and Probation (Jersey) Law 1937 and working knowledge of other criminal legislation.</p> <p>Knowledge of the range of services provided both within CYPES, Health and Community Services, by other States Departments and by private and voluntary sector providers.</p> <p>Knowledge of mentoring social work students and newly qualified Probation Officers with regard to Restorative Justice and Positive Steps.</p> <p>Working knowledge of Children's Service operational policy and procedures in order to safeguard children within the Criminal Justice Process who are living with parents being processed through the Criminal Justice System.</p> <p>Knowledge of the range of services provided by other Government Departments, and by private and voluntary sector providers which can be accessed to meet assessed need, risk and child/adult safeguarding concerns.</p> <p>Experience of exercising discretion when working with sensitive information.</p> <p>Lone working.</p>	
<p>Technical / Work-based Skills</p>	<p>Maintenance of highly confidential client records and sensitive information on a variety of databases</p>	

	<p>including both internal and multiagency information within GDPR legislation.</p> <p>Safeguarding certificated.</p> <p>Implementing individualised (client) Restorative Justice programmes of intervention designed to reduce risk of reconviction and risk of harm through the collation and analysis of complex information from a variety of sources.</p> <p>Ability to work autonomously, with the capacity for independent, responsible, professional decision making.</p> <p>Core correctional skills of challenge, prosocial role modelling, motivational interviewing, holding individuals accountable for their actions, developing precursors for positive lifestyle change, collaborative working and responsibility taking, whilst developing individuals' self-worth and recognising and maximising on individual strengths.</p> <p>Ability to provide training to all staff in the Restorative Justice and Positive Steps programmes.</p> <p>Proficient ICT skills.</p> <p>Driving licence.</p> <p>Ability to attain Enhanced</p>	
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	DBS clearance.	
General Skills/Attributes	<p>High resilience with strong interpersonal skills, the ability to initiate negotiations, resolve conflict and facilitate agreement are essential for dealing with challenging, stressful and emotional situations involving vulnerable children/young people their families and carers.</p> <p>Provision of expert opinion, guidance and recommendations for Criminal Courts and Parish Hall Enquiries, these will be both verbal and written.</p> <p>Organisational and administrative skills.</p> <p>Proven ability to work autonomously in their particular area of expertise, be motivated and conscientious, exhibiting the capacity for independent, responsible professional decision making, often whilst under considerable pressure and whilst working as part of a multi-disciplinary approach.</p> <p>Experience and confidence in prioritising and managing their own diverse caseloads based upon assessed risk level and level of need, utilising appropriate and tailored resources.</p> <p>Ability to build constructive therapeutic relationship with victims and offenders,</p>	

	<p>with warmth and empathy, using good communication skills.</p> <p>Excellent written and verbal communication skills to confidently represent the service in speaking to various groups at different levels.</p> <p>Ability to be creative in the delivery of interventions within best practice guidelines and effective inter-agency working to achieve best outcomes for individual.</p> <p>Flexibility in work pattern which includes unsociable hours.</p> <p>Ability to articulate differing perspectives to a problem.</p> <p>Good organisational skills to deliver training for staff and students on work placements.</p> <p>Ability to treat service users with respect and dignity at all times, balancing the needs of both victims and offenders and adopting a culturally sensitive approach which considers the needs of the whole person.</p>	
Experience	<p>Negotiating services for vulnerable children, young people with complex needs, looked after children, care leavers, those children/young people and families, individuals affected by domestic violence, substance misuse, mental</p>	<p>5 years' experience of working at Probation or similar environment. An extensive track record of facilitating positive restorative Justice initiatives.</p>

	<p>health and adverse childhood experiences.</p> <p>Relevant and up to date training in child and adult safeguarding in order to work effectively with vulnerable groups within society.</p> <p>Be able to demonstrate a wide range of information technology skills.</p>	
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Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.