

JOB DESCRIPTION – (DRAFT)

JOB TITLE: **LDU Team Manager**

RESPONSIBLE TO: **Head of LDU**

PURPOSE OF JOB: To lead and manage the activity of a dispersed and mobile staff team to ensure quality services are delivered and performance and contractual targets are met within a resource allocation framework. To work in partnership with other agencies and local stakeholders to ensure the co-ordinated delivery of services and the achievements of good outcomes for service users.

BAND:

DATE REVIEWED

REVIEWED BY:

General values

The following values are a general background to the specific duties and responsibilities:

- Working to reduce crime and the fear of crime
- Delivering the best possible quality service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

MAIN RESPONSIBILITIES

- To lead on the delivery of LDU operational performance in accordance with contractual requirements.
- To ensure the delivery of the objectives of the annual business and equality plans at a local level
- To provide professional oversight on higher risk and/or complex cases and the risk review process. Quality assure all cases within the LDU
- To ensure that all team resources are deployed effectively in accordance with the resource allocation framework
- Lead the team in maintaining a service user focus and positive response to all stakeholders
- To provide line management for locally based responsibly officers, monitor and manage staff workload and performance.

- To ensure that the sentence of the court is delivered effectively
- Develop processes and efficient work practices that support continuous improvement.
- To recruit, appoint, develop and deploy staff as appropriate
- To engage with local partnerships
- To actively engage with the central hub, local supply chain and the NPS as required to ensure a smooth interface and the coordinated delivery of services. Build and maintain a collaborative approach with other CRC teams and other agencies as required.

General Responsibilities:

- You may be required to work in an alternative management role from time to time.
- You will be required to participate in staff rotation.
- Attend any training as and when required.

The post holder will at all times

- Undertake such other duties which may appropriately be delegated by the organisation.
- Attend courses, working parties etc, where necessary, to facilitate personal development and greater effectiveness within the post
- Carry out his/her duties with regard to the organisation's policy on Equality and Diversity
- Use IT equipment and software as required
- Ensure that the Health & Safety standards required by the organisation are met in the workplace

Key Performance Indicators (KPIs)

- Achievement of reduction in reoffending rates across the LDU
- Effective management of resources
- Services delivered in accordance with the resource allocation framework
- Management information provided accurately and within specified deadlines.
- Positive feedback from staff, offenders, partners and stakeholders
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any Probation Instructions where applicable and in line with audit and inspection requirements
- To work in accordance with all BeNCH CRC policies and procedures.

Person Specification – LDU Team Manager

	Essential	Desirable	Tested by:
1. Significant leadership and management experience	X		Application form/interview
2. Demonstrate commitment to continuous improvement	X		Application form/interview
3. Able to plan and organise effectively	X		
4. Results orientated	X		
5. Understanding of public protection	X		
6. Financial management experience, including resource management and proven ability to achieve efficiencies	X		
7. Proven ability to develop mature, productive relationships with internal and external service providers, key stakeholders and partners	X		
8. Ability to build strong working relationships with others	X		
9. Strategic thinking, understanding policy and legal context, to make meaningful decisions in complex situations	X		
10. Highly motivated and resilient	X		
11. Seeks to attain continuous improvement	X		
12. Management qualification or VQ5 or the ability to demonstrate previous experience for the role	X		
13. Previous Management experience in a similar role		X	
14. Previous experience of Criminal justice sector		X	