Job Description

POST IDENTIFICATION

Post Title	Remand and Bail Development Lead Officer				
Grade	Grade 7	**Job Evaluation ID:**	3459	**Date Evaluated/Reviewed**	Sept 2026

Service Area	Children & Young People Services				
Service Team	Youth Justice Service				
Responsible to	Team Manager -Youth Justice Service				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

As part of a multi-agency Youth Justice Service, the post will reduce the use of remand and police custody for children and young people by strengthening confidence in community-based alternatives, improving the quality and consistency of bail proposals, and enhancing partnership working, shared learning and effective practice across the youth justice system.

KEY RESULT AREAS

1. Support planning for children remanded to custody, including liaison with solicitors and early bail applications supported by strong bail or Intensive Supervision and Surveillance (ISS) packages.
2. Work with custody units and Emergency Duty Team (EDT) to reduce remands to police custody and Youth Offending Institution (YOI), including promoting early diversion and Turnaround Programme engagement.
3. Build and maintain effective working relationships with Magistrates and Judges across Youth, Magistrates' and Crown Courts, increasing confidence in community alternatives to remand.
4. Review police and court remands in a timely way to identify learning, patterns and opportunities to reduce future remands, incorporating judicial and partner feedback.
5. Deliver targeted judicial briefings and training to promote understanding of bail, ISS and other community-based options.
6. Coordinate a quarterly remand and bail briefing to share learning, outcomes and examples of effective practice and develop joint working protocols with key partners.
7. Review of Pre Sentence Reports, Bail Support and ISS Bail Support Packages across the YJS/YOS areas to ensure proposals are robust, consistent and focused on community risk management.
8. Contribute to training and guidance for foster carers and residential staff supporting children on bail or ISS bail, working alongside YJS/YOS practitioners.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	• Educated to HNC/D level equivalent qualification.	• Degree in subject relevant to work with Young People, Effective Practice Qualification

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PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Knowledge	• Working knowledge of Youth Justice legislation • Knowledge of Child Protection and Safeguarding legislation • Knowledge of the Youth Justice Blueprint and landscape for working with children involved with offending •	• Youth Court legislature
Experience	• Experience of working in the Youth Justice field • Experience of working with young people with complex and challenging presenting behaviours. • Experience of working within a child focussed and Trauma Informed framework. • Experience of multi-agency working • Analysing and presenting relevant data	• Experience of working within a court setting
Aptitude & Skills	• Ability to communicate effectively and work in partnership with colleagues in statutory and voluntary sector • Ability to manage time effectively, work independently, use initiative and remain effective under pressure with minimal supervision. • Produce high-quality assessments and reports • Ability to work in a child-focused way, ensuring the needs, safety and wellbeing of children and young people are central to decision-making. • Understanding of impact of ACEs and lived trauma experiences on children • Excellent ICT skills	• Welsh speaking

EXPECTED BEHAVIOURS & VALUES

Organise, allocate and check work. Demonstrate trust in others knowing when to support and when to step back.

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others

Consider implications and make decisions / recommendations based on evidence and consultation.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high-quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	Flexible approach to meet the needs of the service

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here