



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Domestic Abuse Co-ordinator

Vacancy ID: 011357

Salary: £30,507.00 - £32,878.00 Annually

Closing Date: 18/10/2020

Benefits & Grade

Grade K

Contract Details

Temporary for 8-12 months to cover maternity leave

Contract Hours

37 hours per week

Job Description

A temporary opportunity has arisen within the Public Health Team to cover a period of maternity leave. This is a good opportunity for a secondment. Working for Stockton Borough Council you will act as a key contact point to take forward and deliver on the Council's Domestic Abuse Strategy. We are looking for someone passionate about collaborating to improve services and systems for individuals and communities affected by domestic abuse. You will work across all areas of the council and with partner agencies including the police, NHS and voluntary and community sector.

Working under the direction of the Strategic Health and Wellbeing Manager (Adults) you must have good understanding of the impact of domestic abuse on individuals, families and communities with excellent interpersonal skills and experience of working to a strategic level when responding to domestic abuse. The ideal candidate will have experience of delivering, analysing and reporting on issues that will contribute to improving services and systems.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Mandy MacKinnon, Strategic Health & Wellbeing Manager or Dr Tanja Braun, Consultant in Public Health on 01642 528474.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Public Health	
JOB TITLE: Domestic Abuse Co-ordinator			
GRADE: K			
REPORTING TO: Strategic Health and Wellbeing Manager (Adults), Public Health			
1.	JOB SUMMARY: To co-ordinate and ensure delivery of the Domestic Abuse Strategy Action plan for Stockton-on-Tees. To have a clear understanding of domestic abuse and of all relevant strategies and meeting groups and initiatives that link into tackling domestic abuse. To work within a multi-agency environment to develop a more robust approach for the authority. To monitor any emerging issues and trends in relation to domestic abuse, and to highlight and implement elements of good practice and innovation.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To coordinate the implementation and delivery of the Stockton Borough Council's Domestic Abuse Strategy and Action Plan and report to the Health and Wellbeing Board's Domestic Abuse Steering Group.	
	2.	To support the development and delivery of operational and strategic responses to domestic abuse and its wider infrastructure and to ensure that it is promoted through the appropriate channels.	
	3.	To ensure the coordination of the key principles and issues relating to domestic abuse are linked into policy and practices throughout the various departments of SBC.	
	4.	To continue to develop multi-agency working and maintain consistency in responding to domestic abuse.	
	5.	To research and prepare reports for dissemination in relation to domestic abuse. Including some analysis and interpretation of data.	
	6	To be able to understand and interpret legislation and national policies relating to domestic abuse to inform relevant bodies and agencies.	
	7	To be responsible for developing and maintaining internal and external partnerships and relationships with key stakeholders and Council departments to ensure the efficient and effective delivery of services.	
	8	To develop innovative ways of tackling and responding to domestic abuse.	
	9	To prepare briefings in relation to domestic abuse.	
	10	To respond to enquiries and complaints and to provide advice and guidance as required.	
	11	To ensure compliance with the requirements of statute and regulations fort this service area.	
	12	To participate in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.	
	13	To Chair meetings as appropriate to the role.	
	14	To be committed to safeguarding and promoting the welfare of children, young people and adults. Ensuring that all concerns are appropriately actioned and that safeguarding	

		factors are considered in the design of plans and initiatives to prevent and respond to domestic abuse.
	15	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade K using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated August 2020



PERSON SPECIFICATION

Job Title/Grade	Domestic Abuse Co-ordinator	Grade K
Directorate / Service Area	Adults and Health	Public Health
Post Ref:	POS003425C	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to graduate level in a directly relevant subject area and membership of relevant professional body or equivalent demonstrable level of knowledge gained through substantial demonstrable relevant work-related experience. 	<ul style="list-style-type: none"> Training qualification Thorough understanding of crime and disorder legislative requirements. Understanding of community cohesion and social policy issues. 	Application form
Experience	<ul style="list-style-type: none"> Working within a data sensitive area. Working within a multi-agency environment. Delivering effective outcomes and targets Applying policy into effective solutions. Managing, interpreting and presenting information. Understanding and experience of using a problem-solving approach. 	<ul style="list-style-type: none"> Working within Community Safety Partnerships Turning Strategies into action plans Experience of working with survivors of domestic abuse Experience of working with perpetrators of domestic abuse Experience of commissioning and procurement processes Service Specification development. 	Application / Interview

	<ul style="list-style-type: none"> • Experience of working with domestic abuse in a partnership setting to respond and tackle it. • Prioritising conflicting workloads. 		
Knowledge & Skills	<ul style="list-style-type: none"> • Extensive working knowledge of domestic abuse issues. • Thorough understanding of the dynamics and the impact of domestic abuse. • Project management skills • An Ability to effectively problem solve and to develop and apply Innovative approaches when tackling domestic. • High standard of communication skills including oral, written and presentation skills. • the ability to adapt and interpret information for a wide range of audiences. • Ability to analyse and interpret complex data and statistics. • Ability to negotiate, influence and work collaboratively with partner agencies. 	<ul style="list-style-type: none"> • Experience of financial forecasting and monitoring • Awareness of funding streams available to help respond to domestic abuse • Monitoring a budget and providing funding returns 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Passionate about issues relating to and responding to domestic abuse • Ability to think widely and solve problems logically • Ability to communicate both orally and in writing with a wide range of people • Confidence to implement solutions and to challenge traditional thinking • The personal demeanour and credibility, which inspires confidence and motivates colleagues 		Application Interview /

	<ul style="list-style-type: none">• High personal standards of self-discipline in working to deadlines• The ability to benefit from training relevant to the post• Highly motivated, energetic, not easily discouraged.• Demonstrate the Council's Behaviours which underpin the Culture Statement.		
Other requirements	<ul style="list-style-type: none">• Must be able to vary working hours to incorporate evening and weekends as required		

Person Specification dated August 2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.