

JOB DESCRIPTION

Post Title: Strategic Community Safety Officer		Director/Service/Sector Housing and Public Protection/ Public Protection		Office Use
Grade: 8		Workplace: Area Office		JE ref:3872 HRMS ref:
Responsible to: Community and Environmental Health Manager		Date:	Manager Level	
Job Purpose: Co-ordinate the provision of strategic community safety and manage the provision of a secretariat to the Safer Northumberland Partnership. To be responsible, in conjunction with senior management, for the development and implementation of all post specific and cross cutting public protection policy in the area of community safety.				
Resources	Staff	Manage 1 FTE Community Safety Assistant		
	Financial	Responsibility for allocated areas of service budgets, monitoring expenditure, raising orders and bidding from appropriate funding streams		
	Physical	Shared responsibility for the physical resources used by a team including vehicles, and equipment. Capture, input and maintain key corporate and statutory information systems.		
	Clients	Shared responsibility for the general wellbeing and safety of those who use the service and the general public. Assist with the development of policies, procedures and services for Public Protection		
Duties and key result areas:				
<div><div>1.</div><div>Assist the TM to provide strategic direction and management of corporate and partnership issues in relation to Community Safety.</div></div> <div><div>2.</div><div>Deputise for the SCSO including management of operational Community Safety Team,VOLs and PREVENT Co-ordinator role.</div></div> <div><div>3.</div><div>Lead the development and implementation of strategic assessments and delivery plans.</div></div> <div><div>4.</div><div>Lead in the development of the Community Safety Board to ensure the provision of well co-ordinated Community Safety activities.</div></div> <div><div>5.</div><div>To develop strategies/plans and to co-ordinate policy in relation to the community safety agenda.</div></div> <div><div>6.</div><div>Work with a range of partner agencies to promote the community safety agenda.</div></div> <div><div>7.</div><div>Advise senior officers and partner organisations on legislative changes and similar to ensure that they are aware of community safety agenda and policy implications.</div></div> <div><div>8.</div><div>To co-ordinate responses to consultation documents to ensure that the views of the Community Safety Board and Council are made known to the appropriate agencies and organisations.</div></div> <div><div>9.</div><div>To develop and manage performance targets to ensure continuous improvement within the Strategic Community Safety Team and the Community Safety Board.</div></div> <div><div>10.</div><div>To manage operational aspects of the service, including line management of staff, where necessary.</div></div> <div><div>11.</div><div>Attend partnership meetings as required.</div></div> <div><div>12.</div><div>Liaise with the Senior Community Safety Officer to ensure operation Community Safety matters are appropriately reflected in the strategic agenda .</div></div> <div><div>13.</div><div>Manage secretariat support to partnership meeting and DHRs.</div></div> <div><div>14.</div><div>Lead of the operational management of deployable CCTV cameras.</div></div> <div><div>15.</div><div>Assist to identify staff development needs, conduct appraisals, arrange training and act as coach and mentor as appropriate.</div></div> <div><div>16.</div><div>Undertake investigations, assignments and site, client or case assessments under the direction of senior members of staff and in accordance with service standards.</div></div> <div><div>17.</div><div>Contribute to the maintenance of effective management and communication systems within the Public Safety service in conjunction with senior colleagues.</div></div> <div><div>18.</div><div>Answer general queries from the public and Elected Members maintaining appropriate statutory work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures.</div></div> <div><div>19.</div><div>Produce management reports and information based upon operational or research data to inform and assist the business planning process.11.</div></div> <div><div>20.</div><div>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</div></div>				
Work Arrangements				
Transport requirements:		Travel to work sites, premises, area offices or training venues throughout the County, and Region.		
Working patterns:		Flexi-hours apply with some requirement to attend evening meetings. Also some evening/night, early morning and weekend work occasionally at short notice.		
Working conditions:		Some outdoor work required in the open in all weathers when necessary		

PERSON SPECIFICATION

Post Title: Strategic Community Safety Officer		Director/Service/Sector: Housing and Public Protection/ Public Protection /	Ref:3872
Essential		Desirable	Assess by
Qualifications and Knowledge			
Degree level or equivalent standard of general education Extensive knowledge of strategic community safety: statutory duties, partnership responsibilities and current issues and trends. Extensive knowledge of the main operational, procedural and practical issues relating to the community safety across Northumberland. A detailed understanding of the key health and safety issues relating to the service. Extensive knowledge of current laws, regulations, policies, procedures, and developments in the area of community safety. Extensive knowledge of data collection and interpretation is a Community Safety or similar area. Demonstrates an awareness and commitment to proactive customer care and services. Evidence of ongoing personal development.		Qualification in a relevant subject Recent Management Training	(a)
Experience			
Extensive experience of data collection an analysis. Extensive experience of data analysis of strategy and policy development. A demonstrable track record of I delivering outcomes that require collaborative approaches both within the organisation and with external partners. Experience in applying a range of relevant supervisory methods, tools and techniques. Extensive experience and demonstrable success in the generation and management change and of securing the support of others in the process Experience in working collaboratively with Elected Members, service users and other regulators Experience in engaging effectively with others at a senior level and building productive partnerships including Police, town & parish councils, third sector organisations, and other agencies as appropriate. Experience of operation Community Safety including case management and case supervision.		Experience in using Microsoft Office 365 and related software applications. Delivering presentation Delivering training Chairing meetings Media skills Experience of setting up monitoring and evaluation systems to demonstrate the effectiveness of initiatives .	(a) (i) (r)
Skills and competencies			
Well developed ability to collect, analysis and interpret complex data and use to influence strategy development. Well developed ability to prepares written, verbal and other media that are rational, convincing and coherent. Nurate and able to prepare business related statistics. Negotiation skills and able to persuade others to an alternative point of view. Highly developed networking, partnership & advocacy, negotiating & presentation skills Financial and commercial awareness, with analytical skills and an aptitude for developing innovative solutions to problems. Ability to prepare concise and accurate risk assessments. Effective IT skills and awareness of relevant software packages Highly developed ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed and appropriate decisions. Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Elected Members that command respect, trust and confidence.		Skilled in the use of Microsoft Office. Experience in conducting staff appraisals.	(i) (a) (p)

<p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Proactive and achievement orientated.</p> <p>Able to apply own initiative to overcome day-to-day operational problems applying a methodical approach to problem solving.</p>		
Physical, mental and emotional demands		
<p>Prolonged sitting for example at a desk, using a PC or driving.</p> <p>Standing and walking generally and in the course of visits.</p> <p>Lifting and carrying equipment for example CCTV equipment.</p> <p>Frequent visual attention for prolonged periods when conducting inspections, driving, during presentations, meetings & training.</p> <p>Visual attention and mental concentration for prolonged periods daily when; for example, reading incoming post; compiling and writing reports; using a PC for data entry or writing; reading and digesting legislation, documents, reports, technical advice; and checking work.</p> <p>Mental demands in balancing and prioritising a number of work activities or cases which may be going on simultaneously and with frequent interruptions from work colleagues, staff, members of the public, businesses and others in the form of face to face meetings, telephone calls, emails, personal callers.</p> <p>Mental demands in balancing and prioritising conflicting work demands arising daily from deadlines, unexpected reactive work, demands from government agencies or others, for example, committee reports, the need to respond to an urgent and serious problems, such as safeguarding or domestic violence.</p> <p>Emotional demands in regularly dealing with individuals in connection with Community Safety matters who do not exhibit normal rational behaviour or have personal problems which result in a 'request for service' and are unpredictable, unwillingness to accept alternative points of view or comprehend the implications of their actions.</p> <p>Emotional demands in regularly dealing with severe safeguarding issues, domestic violence, animal cruelty, individuals living in squalid conditions, individuals being exploited and those at risk of radicalisation.</p> <p>Emotional demands in regularly dealing with, members of the public or others who are angry following enforcement action, notification of intention to prosecute or to close premises.</p> <p>Emotional demands in occasionally dealing with victims of 'hate crime', domestic violence or severe anti-social behaviour or with persons making an official complaint about a Council service or the conduct of staff who may be angry, distressed or disturbed.</p> <p>Ability to deal with conflicting demands and changing priorities</p>		<p>(t)</p> <p>(p)</p>

<p>Ability to deal with difficult customers on a occasional</p> <p>Ability to deal with victims of serious crime or abuse for example, racial harassment or domestic violence who maybe traumatised by their experience on an occasional basis.</p> <p>There will be some requirement to attend evening meetings and to work outside of normal office hours</p> <p>Flexibility</p>		
Other		
<p>Full driving licence</p> <p>Understand the need for confidentiality and the importance of control of sensitive information</p> <p>Able to undertake evening/night, early morning and/or weekend work occasionally at short notice.</p>		<p>(q)</p> <p>(i)</p> <p>(a)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits