

Job Description

Post Title: Community Safety Project Officer AA3652

Evaluation: 564 Points **Grade:** N8

Responsible to: Community Safety Lead

Responsible for: N/A

Job Purpose: To advise plan and co-ordinate activity concerning policy, legal conditions and service improvement, business co-ordination and special projects across the division and act as first point of contact in an efficient manner.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Act as first point of contact for and be responsible for the implementation of conditions and service improvements and projects within the division as required, including the development and production of website information.
2. Oversee the development and management of community-based projects, processing of applications for funding, representations and undertake reviews and audits as required.
3. Ensure that where necessary, applications and reports are produced within relevant timescales.
4. Give adequate and appropriate instructions, support, advice, coaching and mentoring as necessary on day-to-day operational work and technical matters.
5. Co-ordinate and liaise with outside organisations in relation to issues initiated from sources internal and external to the Council. Develop close working relationships with stakeholders and internal and external partners.
6. Act as first point of contact for and responsible for the implementation of Community Safety projects as required including the development and production of website information and guidance.
7. Investigate complaints, undertake inspections, sampling and audits and prepare reports. Consider and carry out enforcement action including recommendation for legal proceedings or where appropriate other interventions, reviews or disposals and ensure statutory legislation is implemented in accordance with local authority and national guidance.
8. To assist work allocation, advice and personal development of staff and relevant agencies on a project or assignment and personal development basis. Conduct

formal training sessions where appropriate.

9. Respond to queries from members, businesses and the public and chair and support meetings as necessary.
10. Responsible for and manage allocated budget and invoicing in accordance with Council's financial regulations.
11. Represent the division at meetings with Members of the Council, businesses, members of the public and their associations, representations of other local authorities, partner agencies and bodies, committees, sub-committees or working groups set up internally or externally as appropriate.
12. Contribute to the development of strategies, policies and procedures across service areas.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
14. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.