

## Job Description

**Post Title:** Community Safety Development Officer

**Evaluation:** 528

**Grade: N7**

**Responsible to:** Community Safety Lead

**Responsible for:** N/A

**Job Purpose:** To lead, facilitate and participate in the development, delivery and objectives of the Safe Newcastle Plan. To lead on operational community safety initiatives, projects and partnerships and associated activity undertaking project monitoring and evaluation. To manage budget and project monitoring returns.

**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 To facilitate and contribute to the development, implementation and review of evidence-based delivery plans and projects for Safe Newcastle.
- 2 To lead, facilitate and/or participate in local projects and community partnerships aligned to Safe Newcastle's priorities undertaking appropriate project monitoring, evaluation and project monitoring returns.
- 3 To facilitate, engage and empower local residents and community partnerships/forums, bringing together all relevant stakeholders to meet locally agreed and Safe Newcastle Priorities.
- 4 To engage, manage and develop relationships with community safety stakeholders and proactively support and empower local residents, communities, children and young people, through the problems solving process utilised by Safe Newcastle Partnership.
- 5 To undertake financial monitoring and performance management by providing expenditure/information as required by the Housing Revenue Account.
- 6 To negotiate and facilitate effective partnership actions to tackle neighbourhood crime and disorder and manage partnership accountability.
- 7 To work with community groups and partner organisations to proactively gather, process, analyse and communicate information about community safety priorities and aspirations at a neighbourhood level.
- 8 To provide advice and guidance on Council policies and procedures and contribute to the development of policy and best practice as required.

- 9 To work with partner organisations to identify funding and account for budget expenditure in line with Council policy and procedures and provide advice and support in respect of internal and external grant sources and applications.
- 10 To ensure, so far as is reasonably practicable, that the prevention of crime and disorder (including anti-social and other behaviour adversely affecting the local environment) is appropriately reflected in all directorate policies, service plans and activities.
- 11 To participate and contribute to relevant research and evaluation relating to community safety.
- 12 To lead in the development, delivery and evaluation of partnership development activity or training that meets identified need and supports the priorities of Safe Newcastle.
- 13 To assist/facilitate in coordination and maintenance of data/records, statistical analysis and performance management systems.
- 14 To lead in the development and co-ordination of community safety services, interventions, networks and databases.
- 15 To lead/facilitate in the engagement, coordination and promotion of public, private, criminal justice, community and voluntary sector involvement in Safe Newcastle.
- 16 To assist and support the information, sharing, information security, data protection requirements of Safe Newcastle.
- 17 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 18 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.