

Job Description

Post Title: Community Safety Support Officer A5213

Evaluation: 437 Points **Grade: N5**

Responsible to: Community Safety Lead

Responsible for: N/A

Job Purpose: To facilitate and participate in the development, delivery and objectives of the Safe Newcastle Plan. To support on operational community safety initiatives, projects and partnerships and associated activity.

To support the reduction of environmental crime and anti-social behaviour within neighbourhoods, reporting incidents and engaging with communities, stakeholders and other service providers to tackle problem areas.

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/or participate in local projects and community partnerships aligned to Safe Newcastle's priorities undertaking appropriate project monitoring, evaluation and project monitoring returns.
2. To facilitate, engage and empower local residents and community partnerships/forums, bringing together all relevant stakeholders to meet locally agreed and Safe Newcastle Priorities.
3. To engage and develop relationships with community safety stakeholders who proactively support and empower local residents, communities, children and young people, through the problems solving process utilised by Safe Newcastle Partnership.
4. To negotiate and facilitate effective partnership actions to tackle neighbourhood crime and disorder and manage partnership accountability.
5. To work with community groups and partner organisations to develop procedures to communicate information about community safety priorities and gather local intelligence in relation to aspirations at a neighbourhood level.
6. To provide advice and guidance on Council policies and procedures and contribute to the development of policy and best practice as required.
7. To participate and contribute to relevant research and evaluation relating to community safety.

8. To develop, deliver and evaluate partnership development activity or training that meets identified need and supports the priorities of Safe Newcastle.
9. To assist/facilitate in coordination and maintenance of data/records, statistical analysis and performance management systems.
10. To support in the development and co-ordination of community safety services, interventions, networks and databases.
11. To support the facilitation of engagement, coordination and promotion of public, private, criminal justice, community and voluntary sector involvement in Safe Newcastle.
12. To assist and support the information, sharing, information security, data protection requirements of Safe Newcastle.
13. To carry out enforcement of environmental legislation to reduce the occurrence of environmental crime and anti-social behaviour by reporting concerns, through gathering intelligence and issuing fixed penalty notice and preparing witness statements and attend court as required.
14. Record and share information using IT systems and hand-held technology.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
16. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.