

Job Description

People Team use only

Job title	Community Safety Officer
Grade	9
Service and team	Public Health/Public Protection, Community Safety and Emergency Planning
Directorate	Public Health
Line manager	Senior Manager, Community Safety and Emergency Planning
People management responsibilities	Not applicable
Job Purpose	
The vision of the Elected Mayor is for an even better North Tyneside, where everyone can live their best life – rooted in strong, vibrant neighbourhoods, fair access to opportunity and public services that work for all. Specifically, this job role fits into the Places to be proud of priority. The post will support the Authority in its responsibility to support the borough, its residents, businesses, and visitors in ensuring the ongoing reduction of crime and disorder in the Borough by effectively co-ordinating the efforts of a multi-agency Community Safety Partnership known as Safer North Tyneside Partnership across the five responsible authorities of the Police, Fire and Rescue, ICB, Probation and the Local Authority. The post will support the Council to comply with relevant Community Safety Legislation and to assist with coordination of the Council's Community Safety related policies and activities. Effectively contributing to the ongoing reduction of crime and disorder in the Borough by working with the Community Safety Partnership to ensure delivery of its statutory functions under the Crime and Disorder Act 1998.	
What you'll be doing	
• Lead on delivery of the Council's statutory ASB Case Review process to support victims of anti-social behaviour and coordinate the multi-agency responses to complaints. • Project planning over the short to medium term. • Uses specialist knowledge to develop plans, activities and processes to ensure best practice and to meet Council objectives • Considers the impact of actions on wider Council initiatives • Communicates with a range of stakeholders in the application of the role	

- Always portrays a positive image of the Council to employees and customers and deliver on promises
- Contributes to the development of council policies
- Takes a proactive approach to self-development and keep an up to date working knowledge of best practice associated with the area of work
- Embraces opportunities for change and to encourage new ways of working including the use of technology
- To contribute to the work of the Community Safety Partnership in delivering its statutory functions to reduce crime and disorder in the Borough.
- To prepare, review and update agenda items and reports to the SNT Board.
- To contribute to briefing notes on national policy items and maintain an awareness of national community safety issues to be able to act in an advisory capacity to the SNT Board
- To lead and deliver projects within community safety theme areas (e.g. Hate Crime, ASB reduction)
- Lead on the development and production of funding bids to support community safety project work.
- Design and deliver a training and awareness programme to support the delivery of the Government's CONTEST agenda in North Tyneside across a range of stakeholders (e.g. business, community groups, local partner, Authority staff).
- Review, update and maintain local Protect and Prepare arrangements.
- Review, update and deliver the Prevent Strategy in North Tyneside including the design and delivery of training for Authority staff, community groups and schools.
- To liaise effectively with the Office of the Police and Crime Commissioner and the Violence Reduction Unit to support the delivery of initiatives and projects to reduce crime and disorder.
- To identify and utilise opportunities for educational, promotional and media activities as a means of raising awareness of community safety issues across a range of client groups in the Borough.
- Be an effective member of the Public Health service and contribute to the continuous improvement of its service planning and other similar processes, actively participating in the identification of continuous personal and professional development requirements and progressively developing skills, competencies and experience and maintaining an in-depth understanding of the environment in which the service operates.

The post-holder will have:

- The ability to communicate with people at all levels
- The capacity to stay calm in challenging situations
- Attention to detail and a thorough approach
- A logical approach and the ability to be creative in a high-pressure situation
- A flexible attitude, with the ability to manage a range of tasks at once
- The capability to work to deadlines, prioritise tasks and undertake similar or other job roles and duties in other service areas as commensurate with this post
- Project management skills
- Analytical and problem-solving skills
- To adhere to policies of the Authority, specifically those relating to equalities, health and safety, information governance and the officer code of conduct
- To comply with the Freedom of Information Act 2000 in relation to the management of Authority records and information
- To comply with the Data Protection Act 2018 and the principles enshrined within it in respect of personal information held by the Authority
- To create an environment which enables individuals to speak up and challenge
- To undertake training and development as required and assist with the training and development of fellow employees

You need to have		How we will assess these
Knowledge	Knowledge of the Crime and Disorder Act 1998 and how it applies to local authorities and CSP's Ability to communicate with employees at all levels of an organisation Proven ability to interpret legislation into actionable, accessible policies or procedures	Application Form and interview
Qualifications, training and professional registrations	Educated to degree level or equivalent or significant experience in working in this or related fields (more than 3 years)	Application Form
Skills and experience	Significant experience of working in a multi-agency environment	Application Form and interview

	Experience of working with the community and voluntary sector	
	Experience in delivering community safety projects	
It would be nice if you also have		How we will assess these
Knowledge		
Qualifications, training and professional registrations		
Skills and experience	Experience in ASB Case Reviews	
Other information about the job		
Working Conditions	None	
Working Requirements and Arrangements	18.5hrs per week	
Physical Requirements	None	
DBS and Safeguarding Checks required	No	
Politically Restricted	No	
Please note: if you use your own vehicle for business, you must have a valid driving licence, MOT, and business use insurance.		

Our Values
We Listen We Care We Are Ambitious We Are Good Value for Money
Equality, Diversity and Inclusion
We treat our colleagues, residents and service users with dignity and respect, value differences, and challenge discrimination. We build inclusive teams and encourage diverse voices to shape our work.
Corporate Parenting
We all share responsibility for supporting children in our care – acting in their best interests as any parent would. This is known as corporate parenting and covers anyone working for the Local Authority no matter what their job role is. We promote safeguarding and report concerns appropriately.

Climate Change

We are reducing our carbon footprint by using less energy, travelling smarter, and recycling more. We welcome innovation that makes our services more sustainable.