

JOB DESCRIPTION

Post Title: Strategic Community Safety Officer		Director/Service/Sector Public Health, Inequalities, and Stronger Communities		Office Use
Grade: Band 9		Workplace: County Hall		JE ref: 4385 HRMS ref:
Responsible to: Strategic Community Safety and Partnership Manager		Date: January 2024	Manager Level	
Job Purpose: Manage the day-to-day coordination and support for the operational delivery of the strategic community safety function and the strategic development of the Safer Northumberland Partnership (SNP), known as ‘Board’, under the supervision and direction of the Strategic Community Safety & Partnership Manager. To work as part of a statutory multi-disciplinary and multi-agency partnership team drawn from a range of agencies responsible for reducing crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation, and abuse. Ensure statutory compliance against the delivery of PEVENT and PROTECT Duty and UK Government Counter Terrorism Strategy (CONTEST) in Northumberland.				
Resources	Staff	Line Manage Community Safety Assistants and other allocated staff providing secretariat support to SNP and responsible for appraisals and development of staff and colleague(s) as appropriate. Coordinate, monitor and assess the work of other agency representatives working to the Boards priorities. Attend and deputise where necessary on behalf of the Strategic Community Safety & Partnership Manager, Chair multi-agency meetings, participate on Board programmes of work. Indirect - Leadership role in delivering strategic community safety strategic priorities, actions and projects through collaboration with others		
	Financial	Work with SNP partners and other agencies identifying and bidding for funding streams for financial contributions to Board functions. Shared responsibility for monitoring spends and authorising expenditure up to £500k		
	Physical	Attending and Chairing partnership meetings and strategic workstreams. Comprehensive report writing, including reports and case reviews of a highly sensitive and/or serious nature. Process and handle sensitive and distressing information relating to Domestic Homicide Reviews, including those of a serious nature involving, crime, violence, exploitation and abuse. Managing the security of highly confidential and sensitive material. Work in dispersed locations across Northumberland.		
	Clients	Co-ordinate and support on the work of, and timely delivery of, the Safer Northumberland Partnership work programme. Work in collaboration with multi-agency partners to achieve the Boards aims and objectives. Assist with the development of strategic policies and procedures for supporting and assessing the needs of Safer Northumberland Partnership and the requirements of partner organisations. Provide statutory performance and monitoring returns to Government Departments, National Counter Terrorism Security Office, Combined Authority, Police & Crime Commissioner.		
Duties and key result areas:				
Services				
1. To take an active role in the management of the service function as the Strategic Community safety Officer deputising for the Strategic Community Safety & Partnership Manager, providing necessary management capacity, supervision and support when required.				

2. In consultation with the Board Chair/Senior Managers, co-ordinate and support on the short, medium, and long terms business planning process and associated programmes of work for the Safer Northumberland Partnership.
3. Co-ordinate and support on all strategic needs assessment and business planning identifying priorities and objectives for the Safer Northumberland Partnership Board and oversee the production and timely delivery of the Annual Plan.
4. Contribute to the compiling, authoring and publication of case reviews and other reports that foster shared learning and improvement across the Safer Northumberland Partnership
5. Act as professional adviser and point of contact for Members, Senior Officers and Partners in relation to Strategic Community Safety and the strategic action and priorities across Northumberland to reduce crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation and abuse.
6. Keep abreast of changes and developments in legislation, Government policy, guidance and research, to ensure that professional practice across all agencies in SNP activities in activities for and in name of the partnership with regard to reducing crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation and abuse is well informed and up to date.
7. Take the lead on the implementation and development of relevant policy and procedures and oversee inter-agency practice..
8. Responsible for the development and maintenance of good working relationships with SNP partners and with other interested agencies and take a pivotal role in overseeing the effective functioning of sub-groups.
9. Work independently on relevant strategic initiatives across the multi-agency partnership and produce reports for the SNP to monitor and improve inter-agency practice.
10. Identify and monitor the progress of relevant strategic initiatives across the multi-agency partnership in liaison with the Northumberland Children and Adults Safeguarding Partnership (NCASP) and produce joint reports as required to monitor and improve inter-agency practice.
11. Support of statutory processes for Domestic Homicide Reviews (DHR's) including procurement for DHR Chair/Authors and liaison with partners and agencies and the Home Office ensuring compliance with statutory guidance and procedures.
12. Take the lead on the routine monitoring and continuous improvement of relevant policy and procedures. Contribute to audit processes both for the SNP and the Council.
13. Manage the development, delivery and evaluation of any SNP led multi-agency training programme and advise on the content of learning initiatives.
14. Attend other partnership meetings within the Council and partner agencies as necessary to represent SNP and in pursuance of the SNP aims and objectives.
15. Manage the strategic delivery and statutory fulfilment of the councils PREVENT duties in support of the Strategic Community Safety and Partnership Manager.
16. Manage the strategic delivery and statutory fulfilment of the councils PROTECT duties in support of the Strategic Community Safety and Partnership Manager.
17. Lead on the coordination of resource and support need to manage the Community Trigger Process in support of the Strategic Community Safety and Partnership Manager.

People

18. Responsible for the line management, supervision and appraisal of identified staff.
19. Co-ordinate and support multi-agency partners in delivering complex SNP work programmes, assessing, and evaluating effectiveness and working with senior managers to ensure success.
20. Meet regularly with the SNP Board Chair/Senior Managers to assess effectiveness and action relating to the SNP function.
21. Act as a contact in support of the Strategic Community Safety and Partnership Manager for partner agencies, Council Members, the media, and the public on matters relating to the SNP and its work.

22. Foster and maintain good relationships with other Partnership Business Managers locally and regionally and liaise with other authorities and agencies on issues of reducing crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation and abuse.
23. Link with other groups within the Council and partner agencies that have an impact on the work of the SNP.

Resources

24. Identify funding sources and manage bid development, submission and representation of SNP to secure funding and resources.
25. Co-ordinate and support funds bid for and brought to the SNP use and budget.
26. Negotiate and influence partners financial contribution to SNP work.
27. Identify and implement systems to ensure delivery of the SNP work plan.
28. Harness human resources to ensure delivery of programmes of work that meet SNP objectives.

Communication and information sharing

29. Communicate both verbally and in writing complex and contentious information.
30. Negotiate and liaise with senior managers from the SNP, other partnership groups within the Council and partner agencies.
31. Maintain a thorough overview of issues and developments to inform local strategic plans, policies and procedures.
32. Publicise the SNP and its work among partner agencies, private, voluntary and independent sector organisations and the general public, through face-to-face meetings, presentations and a range of media.
33. Work independently on the development and maintenance of the SNP website, ensuring that materials are up to date and relevant to a wide range of audiences.
34. Respond to complaints, Freedom of Information Act requests and Council Members enquiries as they relate to the SNP within agreed timescales.

Quality & Equality

35. Ensure that the SNP addresses the need to reducing crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation and abuse.
36. To undertake all work activities ensuring that the Council's policies and procedures (including Equal Opportunities and Health and Safety) are adhered to and that the organisation's values are upheld.
37. Undertake any other duties consistent with the objectives and duties of the post

Note

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.

Work Arrangements

Transport requirements:	Transport requirements: Car driver. Travel to work sites, premises, area offices or training venues throughout the County, and Region.
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Working patterns:	Working patterns: 37 hours. Flexi-hours with occasional requirement to attend meetings and events outside of office hours in the evenings or at weekends. Attend meetings at offices both within and beyond the Councils boundaries to meet the responsibilities of the post.
Working conditions:	Working conditions: Office based

PERSON SPECIFICATION

Post Title: Strategic Community Safety Officer	Director/Service/Sector: Public Health, Inequalities, and Stronger Communities	Ref: 4385
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • A relevant Degree or equivalent demonstrating occupational and professional experience • Experience of working within large complex organisations and statutory partnerships • Specific knowledge, skills and experience relating to the provision of reducing crime and the fear of crime, community cohesion and protective measures, anti-social behaviour, serious violence, exploitation and abuse. • Extensive knowledge and understanding of the community safety national agenda and statutory duties placed upon Local Authorities and Partners. • Extensive knowledge of the main operational, procedural and practical issues relating to provision of community safety. • Extensive knowledge of data collection, interpretation and effective use in community safety. • Committed to Continued Professional Development (CPD) of self, team and wider professional community. 	<ul style="list-style-type: none"> • Master's degree or Higher Professional Development qualification demonstrating continued professional development • Management qualification. • Knowledge of the purpose and function of services delivered by Safer Northumberland Partnership (SNP). • Theoretical and Contemporary understanding of what constitutes best practice in the provision of community safety. • Understanding and awareness of the local social and political context in which the Safer Northumberland Partnership operates. • Project or Programme Management Qualification 	(a)

Experience		
<ul style="list-style-type: none"> • A demonstrable track record of delivering outcomes that require collaborative approaches both within the organisation and with external partners. • Minimum of 5 years' relevant professional experience of working within a community safety setting and functions. • Experience of the collation, analysis and reporting of management information and quality assuring practice against standards, objectives, and targets. • Experience of high-level partnership working and community safety leadership experience working with senior officers from agencies. • Experience of managing complex projects, setting clear aims, priorities and standards and delivering to objectives and performance targets. • Experience of report writing for executive and senior managers and presenting reports that may contain complex and contentious information to a range of audiences. • Experience of strategy and policy development. • Experience and demonstrable success in the generation and management of change and of securing the support of others in the process. • Experience in engaging effectively with others at a senior level and building productive partnerships 	<ul style="list-style-type: none"> • Experience of working with people from a range of backgrounds and different levels of seniority within SNP agencies and across the partnership. • Experience in working collaboratively with Elected Members, service users and other regulators. • Experience of working on National Policy projects and programmes of work at a regional level. • Experience of grant funding management and reporting • Delivering inter and multi-disciplinary training. • Media skills 	(a) (i) (r)
Skills and competencies		
<ul style="list-style-type: none"> • Highly developed ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed and appropriate decisions. 	<ul style="list-style-type: none"> • Skilled in the use of Microsoft Office. • Experience in conducting staff appraisals 	(a)

<ul style="list-style-type: none"> • Skilled in the use of Microsoft Office. • Experience in conducting staff appraisals. • Ability to influence and develop positive relationships with senior managers from partner agencies and Elected members. • Ability to coordinate long term projects and work programmes, developing clear outcomes and managing resources and timescales effectively. • Articulate and informed with the ability to write succinct, coherent, and grammatically correct reports for a range of audiences. • Ability to analyse and interpret complex information, legislation and data and make sound professional judgements and recommendations. • Ability to think and act strategically, and to promote the aims and aspirations of the SNP. • Ability to manage resources effectively, including finances, people and assets. • Ability to develop a highly motivated and professional partnership. • Ability to identify and challenge poor performance. • Ability to plan, prioritise and organise work so that objectives are met. • Ability to remain highly organised and focussed while working under pressure to meet strict deadlines. • Ability to achieve change through diplomacy and direction. • Considerable interpersonal and team working skills to support policy and partnership working. • Models and encourages high standards of honesty, integrity, openness, and respect for others. 	<ul style="list-style-type: none"> • Ability to influence and negotiate within political environments • Considerable negotiation skills and proven abilities in resolving challenging, difficult and /or contentious issues. 	(i)
Physical, mental and emotional demands		

<p>Demonstrable and considerable resilience and ability to manage the substantial emotional demands of the work through:</p> <ul style="list-style-type: none"> • Highly resilient and able to bounce back from adversity • Working autonomously with minimal senior manager oversight. • Working effectively under pressure. • Working effectively with distressing subject matter. • Managing professional and partnership tensions to maintain credibility and trust. • Self-reflection and self-direction 		
Other		
<ul style="list-style-type: none"> • Full driving licence. • Understand the need for confidentiality and the importance of control of sensitive information. • Able to undertake evening/night, early morning and/or weekend work occasionally at short notice. 		<p>(a)</p> <p>(i)</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