

METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE: Community Safety & Resilience Service

SECTION: Community Safety

LOCATION: Rochdale Police Station & Number One Riverside

JOB TITLE: Community Safety Officer

POST NUMBER:

Grade: Grade 7

Accountable to: Head of Community Safety & Resilience
Principal Community Safety Officer

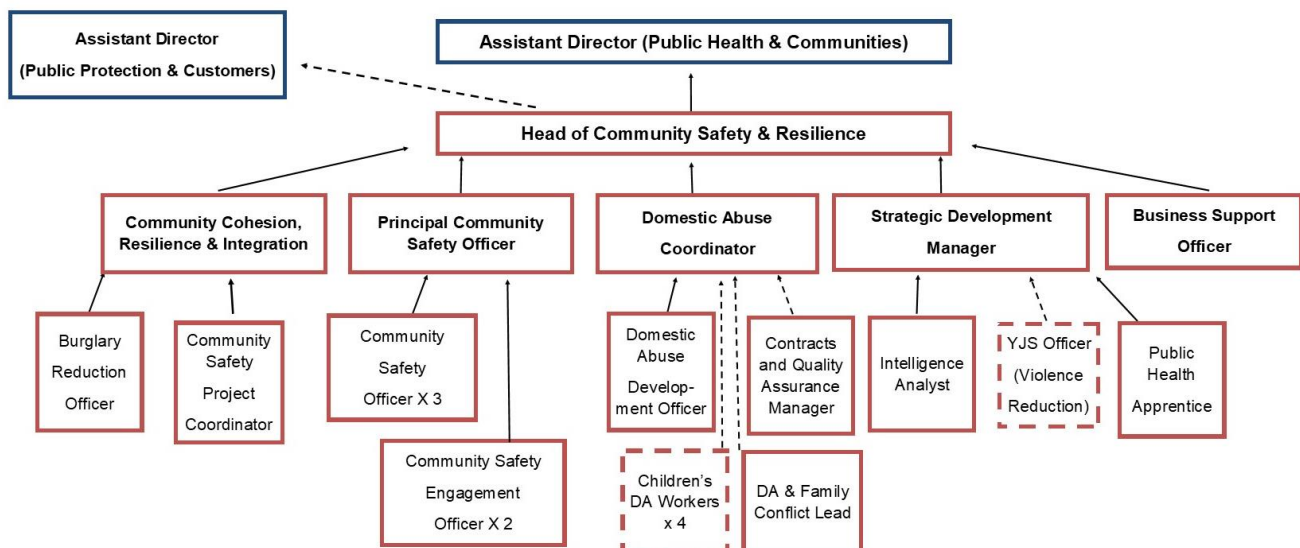
Accountable for: None

Hours of Duty: 37

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Under the direction of the Principal Community Safety Officer, effectively lead and coordinate crime and anti-social behaviour prevention/reduction work, activities/campaigns and legal action to support the achievement of the Safer Communities Partnership and Council's strategic priorities.

Investigate complaints of anti-social behaviour and take action to deal with anti-social behaviour by leading on prevention, intervention and enforcement action, as appropriate.

Work collaboratively with partners to maximise resources in order to support both victims and perpetrators of anti-social behaviour.

Control of Resources

Personnel

None

To be responsible for all records, registers and equipment used in connection with allocated duties.

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority.

Responsible for that part of the Service's resources, which relate to the work of the postholder, to check/verify invoices if generated by the projects and programmes, including budget monitoring.

Equipment/Materials

Responsible for all equipment and materials used by the postholder. Responsible for the maintenance of adequate recording systems used by the postholder (manual and computerised)

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

- Management and staff of Neighbourhoods
- Management and staff of other Services within the Authority
- Wider Leadership Team
- Elected Members

External

- Members of the public
- Management and staff of partner organisations, including our statutory partners
- Representatives of community groups, voluntary organisations and business community
- Staff of Government Departments
- Staff and management of other local authorities and public service agencies

Values and Behaviours

1. Approach the job at all times using the values set out in the Rochdale Way:
 - Valuing our people
 - Focusing on customers
 - Acting with integrity
 - Using time and money wisely
 - Working together
 - Always learning and improving

2. Be aware of and apply the Rochdale Way behaviour at all times

Responsibilities

The post holder must –

- i. Perform his/her duties in accordance with Rochdale Council's Equality & Diversity Policy.
- ii. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Principal Duties

1. Under the direction of the Principal Community Safety Officer deliver, co-ordinate, implement and review a wide range of policies, campaigns and initiatives in support of the Safer Communities Partnership and the Council's strategic priorities.
2. Investigate local crime and anti-social behaviour problems and implement crime prevention solutions using established specialist techniques, both individually and in partnership with other services and agencies.
3. Under the direction of the Principal Community Safety Officer, lead on the effective management of the Council's CCTV function (including deployable CCTV), arranging and conducting site visits, producing cost estimates and providing specific instruction and supervision to contractors, liaising with recipients of installations as required, and ensuring that all legal, technical and procedural requirements are met.
4. Manage a case load of crime and anti – social behaviour cases, including putting in place solutions based upon the 3 tiers of prevention, intervention and enforcement.
5. Work collaboratively with victim support services and partners to ensure a victim focus approach to resolving crime and anti-social behaviour; ensuring victims are appropriately risk assessed and supported.

6. Carry out investigations, gather witness statements and conduct formal enforcement interviews in relation to anti social behaviour, both individually and in partnership with other enforcement services and agencies.
7. Prepare and coordinate legal applications, orders and remedies to tackle anti-social behaviour, attending court to either present evidence or support victims/witnesses.
8. Maintain an accurate and up-to-date database of ASB prevention work, ensuring that activity is recorded in a timely manner in accordance with agreed service standards, and providing management information statistics and reports as required.
9. Where the conduct of investigations gives rise to concerns about the safeguarding of children or vulnerable adults, make prompt and appropriate referrals to relevant agencies and attend subsequent multi-agency strategy meetings as required.
10. Lead and co-ordinate the delivery of multi – agency activities, campaigns and initiatives aimed at addressing seasonal crime and anti-social behaviour risks and providing solutions to identified problems in local communities.
11. To work alongside other services and agencies and provide crime and anti-social behaviour prevention guidance, support and advice in support of the planning and management of civic, borough and political events.
12. Engage and build positive working relationships with Elected Members, local residents, businesses and community groups to promote ownership of and involvement in development of solutions to identified local crime and anti-social behaviour issues. Attend and participate in local area forums and township meetings.
13. To carry out data analysis, site inspections, feasibility studies and local consultations in relation to potential applications for additional funding, schemes and resources. Report findings and make recommendations to the Principal Community Safety Officer/Safer Communities Manager in support of the decision-making process.
14. To prepare letters, reports and briefing papers as required, for internal and external audiences, relating to crime and anti-social behaviour prevention and reduction activity
15. To research, evaluate and procure new crime prevention products / equipment, obtaining costings and submitting funding bids where required, for consideration by the Principal Community Safety Officer /Safer Communities Manager. Ensure that funding obtained is managed in accordance with agreed principles and financial regulations.
16. To develop and deliver crime prevention and awareness-raising products, presentations or events to individuals, groups, employees and students, individually and with other partners.
17. To work with Council and partners on the planning and implementation of initiatives and campaigns to raise awareness and provide public reassurance in communities at seasonal risk points and at other times as directed.
18. Research relevant national policy, legislation and procedures in relation to crime and anti-social behaviour in order to keep relevant bodies informed.
19. Deputise for the Principal Community Safety Officer when required to ensure the continuity of service delivery.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer / facilitator.

- 2 To participate in updating of knowledge of crime prevention and anti-social behaviour reduction legislation, policy and techniques, through methods available and agreed with the Principal Community Safety Officer
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Chris Highton</u>	Date	<u>May 2022</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u>Mark Reynolds</u>	Date	<u>May 2022</u>
Service Head	Mark Dalzell	Date	May 2022

Person Specification

Service :	Neighbourhood Services	Post:	Community Safety Officer
Section :	Community Safety	Post Number :	
Job Ref:		Grade:	Grade 7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	This role requires some evening and weekend working. Please confirm you are willing to adhere to this.	E	AF
2	The post holder must be prepared to undertake a certain amount of travelling in the execution of his/her duties; including being able to drive independently throughout the borough. Please confirm you are willing to adhere to this.	E	AF
(b) Qualification and Experience			
1	Please demonstrate, with relevant examples, significant experience of working within a large public sector organisation.	E	AF, I
2	Do you have a relevant professional qualification or equivalent professional experience in the area of community safety and willing to work towards a professional qualification?	E	AF, I
3	With relevant examples, please demonstrate your experience of managing conflicting priorities.	E	AF, I
4	With relevant examples, please demonstrate experience of developing & implementing policies, strategies and action plans	E	AF, I
5	With relevant examples, please demonstrate your experience of developing, leading, managing and co-ordinating projects/campaigns.	E	AF, I
6	With relevant examples, please demonstrate your experience with working with Elected Members, the public, victims of crime, minority and hard to reach groups.	E	AF, I
7	With relevant examples, please demonstrate your experience of working in partnership with others, including external partners, to achieve an objective	E	AF, I
(c) Skills and Knowledge			
1	With relevant examples, please demonstrate well-developed negotiation/arbitration skills including the ability to conduct formal warning interviews	E	AF, I
2	With relevant examples, please demonstrate excellent interpersonal skills including the ability to communicate effectively at all levels both verbally and in writing to a variety of audiences	E	AF, I
3	With relevant examples, please demonstrate well-developed	E	AF, I

	investigative, analytical and problem-solving skills		
4	With relevant examples, please demonstrate your awareness, understanding and effective use of relevant legislation tools and powers to tackle crime and ASB at a neighbourhood level; including effective use of civil powers and tools prescribed within the ASB, Crime and Policing Act 2014	E	AF, I
5	With relevant examples, please demonstrate good IT skills including a working knowledge of Microsoft Office applications and database packages	E	AF, I
6	With relevant examples, please demonstrate your commitment to, and understanding of equal opportunities issues.	E	AF, I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering & Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF, I