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| **Department** | **PLACE** |
| **Job Title** | Community Safety Officer |
| **Grade** | 8 |
| **Primary Purpose of Job** | To respond to crime and disorder threats adopting proven problem solving techniques that contribute to the development and implementation of strategies / action plans. Adopt effective practice principles when implementing responses and use the appropriate tools and powers, available to the partnership, to tackle crime and disorder ensuring collaborative working between key stakeholders within the statutory / public, private and community and voluntary sectors.  To manage multi-agency project teams and budgets, where needed, providing lead project officer support to thematic work areas under the Community Safety Partnership. |
| **Reporting To** | Community Safety Manager |
| **Staffing**  **Responsibilities** | N/A |

**Main Duties**

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| **1** | To support the Community Safety Partnership (strategic theme groups and relevant operational working groups) in the development and implementation of strategy, policy and services across a range of areas. |
| **2** | To develop, co-ordinate and implement multi-agency responses using a range of problem solving techniques, strategies and plans, including the use of community engagement to deliver key community safety outcomes. |
| **3** | To provide specific policy and operational support across the partnership including:   * Lead and manage specific policy and project groups, including the commissioning of analysis and evaluation. * Support theme groups including providing updates on actions, facilitating discussions, providing performance and monitoring reports, undertaking research and analysis. * Contribute to the learning and knowledge of Bolton Council and the Community Safety Partnership to ensure services / projects are based on good evidence and sound principles. * Support senior managers and theme leads to develop strategic approaches to crime and disorder issues. * Assist in the on-going development of policies, strategies and processes to enhance the partnerships ability to respond to changes in government policy / legislation and tackle key crime and disorder threats. |
| **4** | To support the Information and Evaluation Manager in the production of the annual strategic assessment including research and analysis, consultation, report writing and facilitating discussion at appropriate partnership meetings. |
| **5** | Contribute to the development of performance management systems that assist the partnership in measuring, monitoring and auditing performance. |
| **6** | To manage budgets linked to partnership projects including expenditure profiling, risk management and progress reporting. |
| **7** | To research and develop funding applications to support the development of community safety projects and services. |
| **8** | To carry out other duties as directed by the Head of Service. |
| **9** | **Customer Care -** To continually review, develop and improve systems, processes and services in support of the council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource. |
| **10** | **Valuing Diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan. |
| **11** | **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development. |
| **12** | **Responding to Civil Contingencies -** Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.  N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account. |

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| **Date Job Description prepared/updated:** | **June 2018** |
| **Job Description prepared by:** | **Rafael Martinez / Community Safety Manager** |



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| **Department** | | | | **Place** | | |
| **Job Title** | | | | **Community Safety officer** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Knowledge of the crime and disorder agenda and the role local government plays in successful Community Safety Partnerships. | | | | | Application Form / Interview / Exercise |
| 2. | The ability to communicate, both orally and in writing, and network and develop work groups with a range of individuals (including chief officers, senior managers, elected members, voluntary sector and members of the community) from different organisations and at different levels. | | | | | Application Form / Interview |
| 3. | The ability to lead project groups and draw on a range of skills such as leadership, negotiation, listening and influence. | | | | | Application Form / Interview |
| 4. | The ability to analyse complex information, draw conclusions and make recommendations for positive action. | | | | | Application Form / Interview / Exercise |
| 5. | The ability to problem solve and develop action plans and strategies that impact on performance. | | | | | Application Form / Interview / Exercise |
| 6. | Knowledge of project management techniques. | | | | | Application Form / Interview / Exercise |
| 7. | Ability to act on own initiative with low levels of supervision and to possess excellent organisational and project management skills. | | | | | Application Form / Interview |
| 8. | The ability to write detailed reports aimed at a range of different audiences on a range of different issues | | | | | Application Form / Interview / Exercise |
| 9. | The ability to carry out complex research using a range of techniques and methodologies and present findings in the most appropriate format. | | | | | Application Form / Interview / Exercise |
| 10. | The ability to manage budgets and achieve value for money. | | | | | Application Form / Interview / Exercise |
| 11. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc.** | | | | | | |
| 1. | | Practical experience of coordinating multi-agency responses to crime and disorder problems, including the use of appropriate tools and powers. | | | Application Form / Interview / Exercise | |
| 2. | | Knowledge of relevant crime and disorder legislation particularly the Crime and Disorder Act 1998, Anti-Social Behaviour, Crime & Policing Act 2014 and other relevant legislation. | | | Application Form / Interview / Exercise | |
| 3. | | Experience of using Microsoft Office. | | | Application Form / Interview / Exercise | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | A flexi time system is in operation subject to the agreement of the line manager. | | | Application Form / Interview | |
| 2. | | Some attendance at meetings outside of normal office hours will be required. | | | Application Form / Interview | |
| 3. | | Comply with the Council’s smoke free policy within the working environment. | | | Application Form / Interview | |
| 4. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form / Interview | |
| 5. | | This post is subject to Police vetting. | | | Application Form | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Have knowledge of operational procedures of partners such as Police, National Probation Services, Registered Housing Providers and other delivery partners. | | Application Form / Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Formal project management training or qualification | | Application Form |
| 2. | A relevant qualification / training in community safety / crime reduction. | | Application Form |
| 3. | Experience of using a range of software including Microsoft Office, SPSS and Map Info. and other electronic research tools | | Application form |

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| **Date Person Specification prepared/updated:** | **June 2018** |
| **Person Specification prepared by:** | **Rafael Martinez, Community Safety Manager** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.