**JOB DESCRIPTION**

**POST: Armed Forces Officer (Community Safety)**

**GRADE: E**

**SERVICE: Operations and Neighbourhoods**

**DATE: June 2017**

**RESPONSIBLE TO: Partnerships Manager**

**RESPONSIBLE FOR: N/A**

**JOB PURPOSE:**

* To support delivery of the Armed Forces Covenant within Tameside.
* To help create communities that are healthy, prosperous, safe, attractive and aspirational, ensuring that the Covenant is embedded within the wider Community.
* To support the Council’s approach to partnership working, with a particular emphasis on working with internal and external partners to reduce crime, promote reassurance and build stronger communities, and raising awareness of the Armed Forces Covenant and its principles.
* **MAIN DUTIES AND RESPONSIBILITIES:**

1 To support the delivery of the Armed Forces Covenant in Tameside.

2. To promote effective joint working between all stakeholders, including partners, staff and residents to make our Borough a desirable and safe place to be.

3. To initiate, develop and promote effective action to ensure that the Council meets its Armed Forces Covenant pledge, Action Plan and Core Infrastructure requirements.

4. To work with internal and external partners to develop and implement measures in accordance with the Armed Forces Covenant Action Plan.

5. To coordinate and facilitate the Council’s contribution to the delivery of the Tameside Armed Forces Covenant plan.

6. To contribute and co-ordinate to Community Safety Projects as required.

7. To promote Armed Forces and community safety work carried out by the Council.

8. To ensure that Armed Forces partnership meetings and relevant sub-groups are properly managed, including through the preparation of agendas, reports and minutes.

9. To support other partnership initiatives and projects being delivered by Operations and Neighbourhoods.

10. To have a knowledge of local community assets and encourage resident participation in local events and strategies.

11. To participate in partnership meetings to determine underlying causes of issues affecting communities and individuals and deliver early interventions that support communities and reduce pressure on front line services.

12. Keep up to date with changes in practice and formal reporting across the Armed Forces Agenda at a National, Regional and Local level and update social media streams and websites as appropriate.

13. Actively searches and applies for grant funding appropriate to post and projects.

14. To deputise for the Partnership Manager as required.

15. To ensure that the requirements of Health and Safety at Work Act are adhered to in the course of carrying out the role.

16. To be responsible for the proper care and use of any equipment provided to carry out your duties.

17. To have a flexible approach to working hours, including evenings and occasional weekends.

18. To undertake other duties as reasonably correspond with the general character of the post and its level of responsibility.

**PERSON SPECIFICATION: ARMED FORCES OFFICER (COMMUNITY SAFETY)**

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| **SELECTION CRITERIA** | **ESSENTIAL/**  **DESIRABLE**  **(E/D)** | **MEANS OF ASSESSMENT (App form/Interview/Test/**  **Certificate) A/I/T/C** |
| QUALIFICATIONS   1. Evidence of continuing professional or personal development (formal and informal). 2. Level 2 Literacy and Numeracy or be able to demonstrate a good standard of both. 3. Educated to degree standard or equivalent experience. | E  E  D | A/C  A/C  A/C |
|  |  |  |
| EXPERIENCE AND KNOWLEDGE   1. Experience in resolving complex issues in public service delivery particularly in multi-agency or partnership settings. 2. Experience of working in a front line Local Authority environment. 3. Experience of information systems and information management. 4. Experience of delivering community engagement and development activities and building the capacity of disadvantaged communities and groups 5. Experience of attending and influencing multi-agency meetings 6. Experience of managing conflict safely and achieve positive outcomes in such Knowledge of Health and Safety as it applies to a frontline role. 7. Experience of working on projects 8. Knowledge of the Armed Forces Covenant and its underlying principles. | D  D  E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
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| SKILLS   1. Able to demonstrate a track record of developing and sustaining relationships & partnerships with internal partners, public and private organisations and local communities 2. Able to balance local and corporate interests effectively and to positively support decisions affecting the Borough and its communities 3. Ability to work in partnership with communities, public and private sector partners in order to achieve positive outcomes for local people 4. Ability to work well as part of a team 5. Ability to prioritise and organise own workload to meet deadlines. 6. Ability to work and take decision using own initiative. 7. Ability to maintain a high degree of discretion. 8. Ability to demonstrate excellent oral communication skills. 9. To have a working knowledge of Microsoft Office and be able to use council IT systems. 10. Experience in grant funding | E  E  E  E  E  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
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| OTHER   1. Willing to work outside of normal office hours in order to fulfil the requirements of the role (evening and weekends) 2. To hold a full driving licence without any current restrictions | E  E | A  A |