

Job Description and Person Specification

Community Safety Officer

Job Details	
Grade	7
Service	Community Safety
Location	City Wide
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ol style="list-style-type: none"> 1. To represent the Local Authority and the Coventry Community Safety Partnership in the development and delivery of strategies, action plans and case management to ensure there is a coordinated and effective partnership response to minimise the risk of harm to victims and vulnerable adults, the management of offenders and the targeting of resource of community safety issues at priority locations, with a specific focus on Anti-Social Behaviour, Serious Violence and Violence Against Women & Girls throughout the City. 2. To develop, project manage and implement through partnership working, strategies and projects to contribute to the operational management and delivery of community safety objectives.

Main Duties & Key Accountabilities

1. To develop, implement and regularly review strategies and action plans to deliver and performance manage community safety objectives to minimise the risk of harm to victims and vulnerable adults, the management of offenders and the targeting of resource at community safety issues at priority locations and more widely throughout the City.
2. Maintain a comprehensive and up-to-date understanding of antisocial behaviour (ASB) issues across the city, identifying emerging trends, hotspot locations, and repeat perpetrators and victims.
3. Lead on the triage, investigation, and management of antisocial behaviour cases, ensuring timely, proportionate, and victim-focused responses in line with council policies and statutory guidance.
4. Make effective use of the antisocial behaviour tools and powers delegated to the Council under the Antisocial Behaviour, Crime and Policing Act, including early intervention, warning measures, and formal enforcement where appropriate.
5. Carry out and contribute to Antisocial Behaviour Case Reviews, ensuring cases meet statutory thresholds, coordinating multi-agency input, and supporting victims through the process.
6. Ensure all antisocial behaviour incidents, actions, decisions, and outcomes are accurately recorded and maintained on the Council's case management systems in accordance with data protection and information governance requirements.
7. Work closely with internal teams and external partners, including the police, housing providers, and community safety partners, to deliver coordinated and effective responses to antisocial behaviour.
8. Balance enforcement activity with a strong focus on safeguarding and victim support, ensuring that vulnerable individuals are identified, risk-assessed, and appropriately supported throughout the case lifecycle.
9. To maintain an overview of issues in the city so that we might appropriately target resources and contribute to reducing harm to victims and vulnerable adults, improve the management of offenders and the targeting of resource at community safety issues at priority locations and more widely throughout the City.
10. To ensure gaps in services are identified in consultation with Coventry Community Safety Partnership associated partnerships and service users, in order to assist organisations to develop and/or maintain services which meet evolving needs.
11. To ensure effective performance management systems are in place for the evaluation of strategies and action plans to address community safety issues.
12. To promote awareness of crime and disorder that seeks to prevent people becoming involved in crime and disorder; including the development of communications, publicity, presentations and briefings where necessary.

13. To maintain an awareness of research, national policy and legislative developments and good practice in community safety to ensure local delivery through relevant protocols, policies, procedures and action plans.
14. To lead and co-ordinate forums, meetings and associated sub groups of the Coventry Community Safety Partnership as directed by the Communities Lead.
15. To lead on specific projects and initiatives that reduces crime and disorder.
16. To work with people at all levels to ensure that community safety policies and strategies prevent and reduce crime and disorder. This information is then used improve corporate planning and strategic initiatives.
17. Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:

Internal:

Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

N/A

Person Specification

Requirements

<p>Knowledge</p>	<ul style="list-style-type: none"> • Detailed knowledge of relevant legislation relating to minimising the risk of harm to victims and vulnerable adults, the management of offenders and the targeting of resource at community safety issues at priority locations. • Extensive working knowledge of the Antisocial Behaviour, Crime and Policing Act, including a detailed understanding of the full range of ASB tools and powers available to local authorities and how to apply them lawfully and proportionately. • A sound understanding of current and emerging legislation affecting community safety and antisocial behaviour, including the Police and Crime Bill and anticipated changes to ASB powers and responsibilities. • Strong understanding of information management requirements, with experience of accurately recording case information, evidence, and actions on case management systems. • Demonstrable experience of conducting or contributing to investigations not limited to complaints, reviews etc., including threshold assessment, multi-agency coordination, and outcome monitoring.
<p>Skills And Ability</p>	<ul style="list-style-type: none"> • Ability to develop, implement and manage projects and initiatives involving a wide range of organisations • Ability to performance manage initiatives against action plan targets and recommend remedial action • Ability to analyse and evaluate the impact of initiatives and to modify work programmes • Ability to influence and facilitate change through partnership working • Excellent communication skills including the ability to deliver presentations and training • Confident in the use of a variety of software packages including Microsoft Office • Ability to exercise professional judgement in balancing enforcement action with early intervention, prevention, and support for victims and vulnerable individuals.
<p>Experience</p>	<ul style="list-style-type: none"> • Substantial experience of working in a community safety/crime reduction role with a specific focus on Anti-Social Behaviour • Experience of developing, implementing and managing strategic planning processes and delivering against strategic targets • Experience of implementing crime reduction initiatives • Experience of working in a partnership role with a wide range of partner organisations
<p>Qualification</p>	<ul style="list-style-type: none"> • Degree, diploma or equivalent experience is desirable

Special Requirements	<ul style="list-style-type: none">• Full UK Driving License
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Declaration			
Reviewed/Created By:	Jon Barnett		
Job Title:		Date:	January 2026