

Job Description and Person Specification

Community Safety – Communities Lead

Job Details	
Grade	9
Service	Regulatory Services
Location	Friargate
Job Evaluation Code	A6171

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

To be the Council's single point of contact on day to day operational police issues reporting any cross council issues to the Community Safety Manager for dissemination as required.

The role involves the operational deployment of key themes from policies, plans and procedures to ensure the Council is prepared for and can respond to community safety issues that may affect the city and its residents.

This is a high profile role within the local authority, responsible for the coordination, delivery and communication of all aspects of the Community Safety work. The Lead will provide day to day management and delivery of Community Safety across the Council and its statutory and non-statutory partnerships.

The post holder will need to be politically astute and possess a strong understanding of the wider political landscape. The post holder will have excellent communication and influencing skills and will be expected to represent the Council at various internal and external meetings, as well as to provide progress updates to senior council officers, elected members and others as required.

Main Duties & Key Accountabilities
<p>1. Coordinate Community Safety activity on behalf of the local authority. partnership plans across both statutory and non-statutory partners, keeping up to date with changes and guidance issued by government departments.</p>
<p>2. With a team of officers deliver the priorities of the Community Safety Plan in cooperation with relevant statutory partners. The plan will have clear priorities, actions, deliverables, timelines and owners. The Delivery Plan will be reviewed quarterly at board level.</p>
<p>3. Ensure strong governance arrangements are in place to oversee and direct Community Safety work locally. This should be in the form of the City Tasking Group a sub group of the Police and Crime Board and should be chaired by the post holder.</p>
<p>4. Work with the police and other relevant statutory partners (probation, prisons, and education colleagues) to maintain an up to date community safety picture and analysis of the nature and extent of local policing and asb activity. Ensure that senior leaders within the council have a clear understanding of current issues with all relevant statutory partners with responsibility for delivering the Community Safety Plan objectives.</p>
<p>5. Work with local communities, including businesses, voluntary and community organisations and faith organisations, to strengthen their understanding of community safety work and put in place plans, including Public Spaces Protection Orders and Community Safety Triggers, Criminal Behaviour Orders and Community Protection Notices.</p>
<p>6. Develop and maintain effective working relationships with the full range of community safety partners, including: Regional Community Safety Partnership, police, public health, children's services, prevent institutions officers, Health Coordinators, probation and prison services, schools, colleges and all other relevant statutory partners involved in delivering Community Safety. Ensure that any blockages to delivering community safety are escalated and resolved as quickly as possible, securing senior level support if necessary.</p>
<p>7. Identify individuals and groups requiring enforcement training and oversee the delivery of training where required.</p>
<p>8. Responsible for supporting the implementation of the Partnership priorities locally.</p>

9. Run and oversee projects that respond to community safety issues, in conjunction with the OPCC and the Police. Provide quarterly reports on their progress against outcomes and ensure that all returns are properly evidenced and submitted within deadlines.

Key Relationships

External:	OPCC Home Office/Ministerial Departments West Midlands Police WM Fire Service	Internal:	Safeguarding Boards Public Health
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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

Community Safety Officers, Community Wardens

Person Specification

Requirements

Knowledge	Possess excellent knowledge of the government's ASB strategy, and of other policies and legislation relevant to the post.
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Knowledge	Thorough knowledge of the local area, local communities, and institutions.
Knowledge	A strategic understanding of community safety challenges to ensure a coordinated and effective response, thereby enhancing the overall safety and well-being of the city's residents.
Knowledge	Thorough understanding of the role and responsibilities of the local authority, other statutory bodies and the community and voluntary sector in relation to delivering community safety.
Knowledge	Demonstrate a high level of political awareness and have experience of working with local elected members.
Skills And Ability	Ability to sell ideas and concepts with the ability to articulate shared vision across a range of stakeholders and to negotiate effectively to achieve successful outcomes.
Skills And Ability	Skilled in providing creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non-standard approaches.
Skills And Ability	Business planning skills with ability to identify and assess risks, manage change and make long term plans which impacts on the whole service or the wider Council
Skills And Ability	The ability to demonstrate good written and oral communication skills at all levels, including the ability to produce clear and concise reports.
Skills And Ability	Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.
Skills And Ability	Ability to use IT programs e.g. Microsoft Office applications including Word, Excel and PowerPoint.
Experience	Demonstrable experience in using own initiative
Experience	Significant experience of collaborative working with other agencies and services e.g. Health, Education, Criminal Justice, Voluntary sector, faith groups and community organisations to deliver a responsive and coordinated service.
Experience	Experience of devising and delivering training.
Experience	Evidence a high level of political awareness at both local and national level.
Experience	Experience of budget management and successful funding applications

Experience	Experience of leading and managing a team
Qualification	Degree or equivalent level qualification
Qualification	GCSE Pass or equivalent at grades A-C in English Language and Maths
Special Requirements	<p>This post is exempted under the Rehabilitation of Offenders Act 1974.</p> <p>Appointment as a Prevent Co-ordinator is subject to satisfactory DBS Enhanced Check and obtaining HM Government Security Check (SC) clearance. This determines that a person's character and personal circumstances are such that they can be trusted to work in a position which may involve access to 'Secret' information.</p> <p>Appointment to this post is also subject to the applicant obtaining a Non Police Personal Vetting Level 2 clearance. This enables the post holder to work from West Midlands Police premises</p>

Declaration			
Reviewed/Created By:	Davina Blackburn		
Job Title:	Strategic Lead – Regulation and Communities	Date:	May 2025