

Job Description and Person Specification



Job Description

Job Title	Community Safety Officer
Grade	Grade 7
Service	Streetscene and Greenspace
Reports to	CCTV and Community Safety Manager
Location	Varied
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role

- 1) To represent the Local Authority and the Coventry Community Safety Partnership in the development and delivery of strategies and action plans to ensure that 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 at community safety issues at priority locations and more widely 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

Core Knowledge

- 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) To represent the Local Authority and the Coventry Community Safety Partnership in the development and delivery of strategies and action plans to ensure that 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 at community safety issues at priority locations and more widely throughout the City.
- 3) 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.
- 4) To ensure effective performance management systems are in place for the evaluation of strategies and action plans to address community safety issues.
- 5) To report on progress to the Coventry Community Safety Partnership (including sub groups), Elected Members and other partnership organisations as requested.
- 6) 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.

- 7) 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.
 - 8) To lead and co-ordinate forums, meetings and associated sub groups of the Coventry Community Safety Partnership as directed by the CCTV and Community Safety Manager.
 - 9) To ensure effective data collection and information sharing systems are in place which can provide a comprehensive understanding of community safety issues across the City and that the information is used to inform activity, commissioning and ensure continual improvement in the reduction of crime and disorder.
 - 10) To facilitate the development of a central resource for community safety, the collection and monitoring of incidents and to act as a principle point of contact for the dissemination of this information.
 - 11) To lead on specific projects and initiatives that reduces crime and disorder.
 - 12) 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.
 - 13) To ensure that the City Council is meeting its obligations of relevant legislation in relation to crime and disorder and reoffending including Section 17 of the Crime & Disorder Act 1998
 - 14) To provide and deliver reports, training, briefings and presentations as required, to a variety of audiences, including elected members.
 - 15) To deputise for CCTV and Community Safety Manager in their absence.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External West Midlands Police West Midlands Anti-Slavery Registered Social Landlords West Midlands Fire Service Coventry and Warwickshire Integrated Care Board Police, Crime and Community Safety Partnership Board West Midlands Anti Slavery Network Police Crime Commissioners Officer West Midlands Violence Reduction Partnership	Internal Community Safety Team Adult and Children Social Care Adult services Procurement Services Regulatory Services Environmental Services Legal Services
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
Knowledge and understanding of local government service provision and experience of multi-agency and partnership working and liaison.	
Detailed knowledge of relevant legislation relating to minimising the risk of harm to victims and vulnerable adults, the management of offenders , Anti-social Behaviour and the targeting of resource at community safety issues at priority locations. Including the Clean Neighbourhood and Environment Act 2005, the Anti-social Behaviour Crime and Policing Act 2014, Crime and Disorder Act 1998, Data Protection Act 2018, Modern Day Slavery Act 2015	
Detailed knowledge of community safety practice and national strategy including principles. Including Modern Day Slavery, Anti-social Behaviour, Offender Management, Place base crime issues, and minimising the risk to the harm of victims and vulnerable adults.	
Comprehensive knowledge of strategic and operational approaches to community safety and crime reduction.	
Knowledge of other organisational roles and responsibilities in respect of community safety and crime reduction.	
Skills and Abilities	
Ability to develop, implement and manage projects and initiatives involving a wide range of organisations .	
Co-ordinate and lead multi-agency partnerships and local authority departments to deliver community safety partnership objectives and community safety plans.	
To build strong relationships with statutory and voluntary organisations, communities and individuals to collectively address community safety and anti-social behaviour issues.	
Able to write clear concise reports and to make recommendations on complex issues to Directors and Elected Members.	
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 presentation , written skills and oral skills including the ability to deliver presentations and training sessions and briefings.	
Excellent communication skills with different groups of people from senior professionals and government representatives to local community groups.	
Confident in the use of a variety of software packages including Microsoft Office	

Experience
A minimum of 3 years' experience of working in a community safety/crime reduction role . Examples of experience would be Community Safety issues such as Modern Day Slavery, Anti-social Behaviour, Offender Management, Place base crime issues, and minimising the risk to the harm of victims and vulnerable adults.
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 for a minimum of 3 years
Qualifications
Degree, diploma in an appropriate discipline or equivalent experience in a relevant Community Safety field.
Special Requirements
This post is exempt from the provisions of the Rehabilitation of Offenders Act1974. A Criminal Record Disclosure will be required prior to appointment.



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