

Job Description and Person Specification

Head of Community Safety

Job Details	
Grade	SM2
Service	Regulatory Services
Location	Friargate
Job Evaluation Code	W0268W

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

This is a pivotal figure in the coordination, delivery, and communication of initiatives designed to protect and prepare the community for various threats and emergencies. The Head of Community Safety will spearhead efforts to enhance the resilience of both the Council and its community partners, ensuring that comprehensive strategies are in place to mitigate risks and respond effectively to crises.

To promote community safety, engagement and empowerment, and to build resilience within and among communities, particularly in relation to Anti-Social Behaviour, vulnerability to exploitation and low-level criminality. This include having due regard to the need to prevent people from being drawn into terrorism.

To build resilience across the city, ensuring that Council services have in place relevant plans to prepare and protect citizens to meet its statutory obligations.

This role is essential in fostering a collaborative environment where statutory and non-statutory partners work together towards common safety goals. The post holder will lead (giving direction and influencing) the work of the Coventry Community Safety Partnership to allocate resources and deliver its agreed work programmes that are on time and on budget to improve community safety and support the prevention and early intervention agenda.

Coordinate the integration of activities to deliver a multi-agency partnership approach to community safety issues (WMP, NHS including the CCG, primary care, mental health and hospitals) with a focus on prevention and early intervention as well as immediate response looking upstream to ensure we are tackling the causes crime ensuring resources are used most efficiently to succeed.

Main Duties & Key Accountabilities

In line with the relevant statutory requirements for the Community Safety Partnership (Police and Crime Board) participate in the development and delivery of local Crime and Disorder Strategies; the undertaking of assessments/audits, public, agency and community consultation, preparation, monitoring and review of local crime and disorder strategies and implementation plan; including identification of best practice, information exchange, training and development opportunities.

Maintain a good relationship with the designated lead in the OPCC. This will involve informing the OPCC about any local or national issues that impact on successful community safety delivery. Support OPCC when requested, in arranging senior official visits and briefings.

To provide strategic leadership for the development of effective partnership work in support of local neighbourhoods improvement, defining and developing a shared purpose and vision for integrated working.

To support the Partnership Delivery Boards, and to drive forward priorities for partnership working as identified by the Boards.

To provide policy support and co-ordination in response to the requirements of the Police & Crime Commissioner.

To manage a community safety budget and associated grants.

To represent the Partnership and Delivery Boards on a range of partnership working groups and boards.

To work with local authority managers, other public services and the third sector to provide targeted local responses to meet identified needs and priorities.

To work together with all directorates on issues relating to public safety and prevention such as domestic violence, sexual violence, violence reduction, drug and alcohol abuse and modern day slavery.

To lead, coordinate and give direction to the partnership to respond to investigations of domestic homicide.

To work with the Strategic Lead – Regulation and Communities and Partnerships and elected members to develop and deliver efficient and cost effective services to the community with the focus on high standards of customer service.

To write and present reports to council and to ensure effective management of Cabinet Member decision making forward plans and prepare and present reports and papers to the Directorate and Divisional Management Teams, Cabinet Member and other corporate and inter-agency groups.

Work with the partnership to ensure that stakeholders including residents and the voluntary and community sector have a voice in the work of the Community Safety Partnership, with a particular focus on securing greater involvement of hard to reach communities in decision making.

Influence the partnership to ensure that the values and standards are embedded in the way the Partnership does business, and that the Partnership is transparent, responsive and accountable at every level.

Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	OPCC Home Office/Minis- terial Departments West Midlands Po- lice 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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.

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.

Responsible for

Staff managed by postholder: Prevent Coordinator, Community Safety – Communities Lead, 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.
Knowledge	Community Safety Partnership networks and the strategy issues with effect community safety issues at a local and regional level.
Knowledge	Thorough knowledge of the local area, local communities, and institutions.
Knowledge	Current and national relevant service issues, with a detailed knowledge of the legislative requirements for the service covering community safety and street based issues
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 Abilities	Supervisory / management skills to manage and motivate a team of technical and professional staff in order to achieve service objectives.
Skills and Abilities	Able to develop and maintain effective partnerships both internally and externally. With and ability to lead inter-agency incident responses.
Skills and Abilities	Excellent communication skills, both written and oral and a high level of inter-personal skills
Skills and Abilities	Able to write clear concise reports and to make recommendations on complex issues to Directors and Elected Members.
Skills and Abilities	Evidence of understanding of a strategic policy and partnership frameworks.
Skills and Abilities	Political sensitivity and the ability to work closely with Elected Members, Chief Executive, Directors and other Senior Managers
Experience	Ability to inspire, lead by example and encourage teamwork and display leadership qualities in order to motivate teams and individuals to achieve targets and objectives
Experience	Demonstrates knowledge of key community safety issues
Experience	Demonstrates a clear and detailed understanding of local authority and police structures and processes
Experience	Demonstrates a clear and detailed understanding of Government and Home Office structures and processes
Experience	Experience of policy preparation including the development of strategies, reports and briefings in a partnership context
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	A record of successfully managing human and financial resources to meet objectives.
Experience	Evidence a high level of political awareness at both local and national level.
Experience	Experience of budget management and successful funding applications
Experience	Managing organisational change, service development and reducing the cost of operation.
Experience	Ability to work effectively under pressure, responding positively in difficult or urgent situations
Qualification	Degree or equivalent level qualification in an appropriate discipline.
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 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</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:	

Job Title:		Date:	03 September 2024
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