

Overview

Post No.	RBPS021
Grade	MP01
Directorate	Communities
Service Area	Community Services
Reporting to	Assistant Director for Communities

The Job

To strategically lead on, develop and promote initiatives, through enabling, co-ordinating and supporting partnership working with other statutory agencies in relation to Community Safety and the Council's Safeguarding responsibilities for both Young People and Vulnerable Adults.

Generic Accountabilities of the Role

Management of the Community Safety & Safeguarding Team

1. Provide direct line management for the Senior Anti-Social Behaviour Officer, Anti-Social Behaviour Support Officer, and Community Projects Officer (Young People), setting their workloads, providing robust case supervision, monitoring progress, and providing motivation and support.
2. Provide briefings on the work of the Community Safety & Safeguarding team to senior officers and Members, both verbally and in writing.
3. Manage the Council's Community Safety and Safeguarding budgets, monitoring expenditure, and ensuring compliance with the agreed financial systems.

Community Safety

4. Provide leadership on Community Safety work including acting as Supervisor for all Anti-Social Behaviour High and Medium Risk cases.
5. To be the main point of contact with Sussex Police and the Neighbourhood Policing Team, ensuring a partnership approach is taken to identifying and responding to local issues.
6. Work with partners to drive our Community Safety Partnership, identifying and agreeing annual priorities and identifying and delivering appropriate interventions and projects to address local issues. Ensure that any actions owned by the Council are implemented.
7. Represent the Council on all partnership meetings in respect of community safety, including but not exclusively, the Mid Sussex Partnership, Community Safety sub-group, West Sussex Partnership Tactical Tasking Co-ordination Group (and Serious and Organised Crime) (PTTCG), Mid Sussex Business Crime Partnership, Fraud Prevention Working Group, Modern Slavery operational group, Hub Intelligence Meetings and appropriate task and finish groups.
8. To deliver on an agreed action plan on the review of the Council's anti-social behaviour service, including updating relevant policies and procedures, agree and formalise working arrangements with relevant partners and a new database to manage ASB casework.
9. To monitor the Council's compliance with section 17 of the Crime and Disorder Act 1998, Anti-social Behaviour, Crime & Policing Act 2014, and other relevant legislation and ensure that the Council makes use of all available powers to address anti-social behaviour.
10. To work with relevant partners to address exploitation concerns around young people and lead on multi-agency Peer Group Conference meetings.

CCTV

11. To act as the Council lead on the management of the CCTV estate used in the prevention and detection of crime and to make recommendations on the future sites of CCTV.

Safeguarding

12. To strategically lead on the addressing and co-ordination of a corporate approach to Safeguarding including support to Designated Safeguarding Officers.
13. To represent the Council on working/management groups involving the delivery of Safeguarding in the County in the context of the District.
14. To review the council's safeguarding policy and procedures.
15. To develop and deliver training programmes for both staff and Councillors in respect of Safeguarding for Young People and Vulnerable Adults
16. To collate and submit the Council's annual reports and audits with regard to Safeguarding (including Section 11 returns).
17. To hold all documentation relating to Safeguarding in a safe and secure manner and ensure that the requirements of the data protection act are met.

General

18. Report to Members through the Council's committee structure, preparing and presenting reports and providing training sessions for Members and colleagues.
19. Keep up to date with current legislation, policies and guidance in the team's areas of work as well as scanning the wider local government agenda to identify issues arising that may impact on the team and its work and translating it into local practice.
20. Any other duties as reasonably required by the Assistant Director for Communities.

This role is subject to an enhanced DBS check.

Professional and Personal Attributes

	Essential	Desirable
Qualifications Educational and Professional	<ul style="list-style-type: none">• Educated to A level and at least 5 GCSEs at grade C or above (or equivalent) including English and Maths• Evidence of commitment to personal development	<ul style="list-style-type: none">• Educated to degree level.• Professional related qualification or postgraduate qualification• Management qualification
Knowledge	<ul style="list-style-type: none">• Understanding the role of local government• Policy and best practice in community safety and anti-social behaviour• Understanding of local government partnership working	<ul style="list-style-type: none">• Knowledge of local government financial and accounting systems• Knowledge and understanding of the role and function of Community Safety

	<ul style="list-style-type: none"> • Current legislation and guidance around safeguarding children and adults • An understanding of Local Authority processes, particularly around safeguarding 	<p>Partnerships (CSPs) and the council's role in CSPs.</p> <ul style="list-style-type: none"> • Knowledge and understanding around the PREVENT agenda.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working at a senior level in partnership with other organisations and multi-agency working • Managing a multi-disciplinary team • Experience of undertaking safeguarding work • Interpreting national policy and developing local responses • Delivering outcome focused prevention programmes 	<p>Desirable</p> <ul style="list-style-type: none"> • Worked in a local government safeguarding role with adults and/or young people. • Delivering training • Budget monitoring and financial controls • Preparing and presenting reports to elected members through formal structures
Political Skills	<ul style="list-style-type: none"> • To have a practical understanding of the tiers of government, as well as capability to interact with the offices of Members, public committees, commercial and community partners (Essential) • Able to act with political intelligence within the remit of their position and demonstrate local government expertise to advise Council representatives involved in political, community and public forums (Essential) 	
Personal Behaviors	<ul style="list-style-type: none"> • A team player who is able to develop effective working relationships (Essential) • Able and willing to manage multiple tasks simultaneously (Essential) • Able to keep a cool head under pressure (Essential) • Positive, able to propose and deal with change, solutions-focused, self-confident, and accurate (Essential) 	
Disposition/ Attitude	<ul style="list-style-type: none"> • Flexible and enthusiastic approach to work • Willingness to work as part of a team. • Ability to work effectively with officers from other departments, organisations, and disciplines. • Customer focused. 	

Other

- Full driving licence and use of own vehicle.
- The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.
- Your eligibility to receive a Car Allowance will be reviewed on an annual basis by your Head of Service in conjunction with the Head of Finance, ICT & HR. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.
- Willingness to undertake work outside normal office hours.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.