**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Vulnerabilities Manager (Maternity Cover) | **Grade**: MG1  |
| **Section:** Customers and Partnerships | **Directorate:** Chief Executive’s Directorate |
| **Responsible to following manager:**Assistant Director of Stronger and Safer Communities | **Responsible for following staff:**5-6 Officers ranging PO2-PO4 |
| **Post Number/s:**POS000228 | **Last review date: October 2024** |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Provide motivational leadership across the Community Safety Service, be senior strategic lead for Violence against Women and Girls (VAWG) work, Prevent and Countering Extremism, including hate crime. Deputise for the Assistant Director of Stronger and Safer Communities, being confident to take decisions and liaise with elected members in this capacity. To develop strategies and action plans; provide support to the strategic delivery groups; improve access to multi-agency support including the IDVA Services and Refuges and the contract /performance management of services to ensure the delivery of key performance measures and outcomes. The post will have management of budgets, and need to seek funding opportunities support the delivery of the work area.

The post holder will also have responsibilities in relation to ensuring the delivery of Prevent, hate crime and counter extremism work in both boroughs. The post will line manage the VAWG Operational Manager, the Prevent and Hate Crime Coordinator, X2 VAWG Community Safety Officers and the Senior IDVA Advisor as well as providing management support across the service.

**Specific Duties and Responsibilities**

1. To provide motivational leadership of staff as a member of the management team, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services. Deputising the Assistant Director of Stronger and Safer Communities as appropriate.
2. Within the team, act as the key strategic lead on safeguarding, including ensuring there are effective systems, information sharing, performance management and delivery of services through coordinating activities and improving access to services through multi-agency engagement, early intervention and prevention.
3. To oversee the work of the Prevent and Hate Crime Coordinator including advocating and advancing delivery of the Prevent and Protect Strategy Delivery Group and associated work, also co-chair the Channel Panel.  To provide high quality advice and analysis to councillors, executive members and officers and our partners to either address or ensure prevention of extremist activity in the borough.
4. To actively manage the effective implementation of counter extremism work including hate crime in Wandsworth and Richmond and provide strategic oversight for this work.
5. To be the lead strategic advisor for the Councils and Partnerships on tackling issues of violence against women including research, good practice and training. To prepare high quality committee reports and briefing notes on a range of community safety issues to brief members and community safety partners.
6. To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary, other public organisations and communities, to forge effective partnership working. Including by way of oversight of the VAWG Community Forums.
7. To chair and oversee the VAWG Strategic Delivery Group and the Prevent and Protect Strategic Delivery Group to deliver effective work and sustained outcomes in accordance with the Terms of Reference.
8. To oversee the development, implementation and delivery of the VAWG and hate crime priorities and delivery plans within the Community Safety Plan(s).
9. Support the on-going strategic development of the Community Safety Partnerships.
10. Provide response on behalf of the Council to serious incidents which happen locally, working closely with colleagues in the police and other statutory services.
11. Seek and/or develop good practise in relation to VAWG work and services implement and evaluate effectiveness.
12. Ensure the strategic linkage of services funded through various external grants to establish a systems approach to VAWG service delivery.  Identify and lead applications for funding opportunities.
13. To oversee and lead the commissioning, contract management and performance management of services commissioned and /or delivered through the Community Safety Service to ensure effective delivery, performance and value for money. Develop other services as appropriate and oversee these to ensure risks are minimised. Ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards.
14. Undertake budget management responsibilities for the VAWG, Prevent and Countering Extremism part of the Community Safety Service including grant funding applications and conditions.
15. To ensure all Member queries about service delivery are dealt with promptly and effectively.
16. To proactively assist and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a service-user focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

* + The role requires the post holder to at times work evenings and weekends e.g., relevant committee attendance.

* + Undertake direct line management of a growing team.

* + The post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) to manage staffing teams across both sites.

* + Provide an on-call out of hours critical incident response as part of a rota along with other members of the management team.

**Team structure**

**Person Specification**

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|  **Job Title:** Vulnerabilities Manager | **Grade**: MG1  |
| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Assistant Director for Stronger and Safer Communities | **Responsible for following staff:**5 Officers |
| **Post Number/s:** | **Last review date: October 2024** |

**Our Values and Behaviours**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| A strong knowledge and understanding of community safety strategy, policy and legislative requirements relating to community safety and ability to work within legislative and statutory frameworks. | **A/I** |  |  |
| A detailed understanding of tackling Violence Against Women and Girls (including honour, cultural and faith based abuse).   | **A/I** |  |  |
| A strong understanding of the Prevent strategy and how it can be advanced, including the work of Channel Panels. Knowledge of work relating to Counter Extremism. | **A/I** |  |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of acting as a motivational leader and managing staff, with positive outcomes within a safeguarding setting. |  | **A/I** |  |
| Experience of negotiating and influencing with statutory and voluntary organisations to establish and successfully deliver shared outcomes at a strategic level. |  | **A/I** |  |
| Experience of leading partnerships, community safety services, enforcement and engagement activities or establishing and delivering partnership and service priorities.  |  | **A/I** |  |
| Experience in developing effective multi-agency partnership |  | **A/I** |  |
| Successful experience of securing funding for implementation of projects.  |  | **A/I** |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to manage and prioritise own workload, as well as supporting others to manage their own workload.  | **A/I** |  |  |
| Excellent communication and interpersonal skills including the ability to consult, negotiate, persuade, motivate and influence, including strong relationships with the Executive and councillors. | **A/I** |  |  |
| Excellent oral and written skills to provide clear and concise messages.   | **A/I** |  |  |
| Strong knowledge of and ability to use standard IT packages (Microsoft Office 365, OneNote etc.).  | **A/I** |  |  |
| Experience of appropriately managing budgets and or allocating staff resources.     |  | **A/I** |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Educated to a degree level or equivalent by experience.   |  | **A/I** |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**