

## Job Profile comprising Job Description and Person Specification

### Job Description

|  |   |
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| <b>Job Title:</b><br>Senior Community Safety Consultant                            | <b>Grade:</b><br>MG2  |
| <b>Section:</b><br>Chief Executive Office  | <b>Directorate:</b><br>Chief Executives Group   |
| <b>Responsible to following manager:</b><br>Head of Stronger and Safer Communities | <b>Responsible for following staff:</b> <ul style="list-style-type: none"> <li>• Business and Policy Manager</li> </ul> |
| <b>Post Number/s:</b><br>RWKC01  | <b>Last review date:</b><br>January 2023  |

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

Reporting directly to the Head of Service, this post is responsible for leading the development of Community Safety policy for each borough and ensuring that any changes in national policy or legislation are fully embedded within the work of the team and the Council.

The Post holder provides expert advice on addressing key issues of concern facing both boroughs to Council Committees, the Community Safety Partnerships, Leading members and the Head of Stronger and Safer Communities (and the wider team).

The postholder is the key council contact with the Police and other key partners at a senior level within the BCU arrangements and MOPAC, the post is also a key part of the Senior Management Team of the Stronger and Safer Communities Service.

As lead Council-advisor to the CSPs, the post holder is responsible for ensuring that effective Partnership arrangements are in place and operate in a way that meets the requirements of the Crime and Disorder Act 1998 (as amended). This includes ensuring that all Community Safety Plans and Strategic Assessments fully meet statutory requirements and are reported to each council.

The postholder is responsible for ensuring there are fit for purpose and safe arrangements in place for the Councils' response to critical incidents and Incidents of Note, taking the lead tactical response to incidents where needed.

The postholder will ensure that there is effective programme oversight of key projects that relate to Community Safety – including, but not limited to, key re-commissioning exercised, PSPOs, Strategic Assessments, grant applications, overseeing programme and project management.

### **Specific Duties and Responsibilities**

- To support Chief Officers of the Responsible Authorities under the Crime & Disorder Act 1998 to ensure the proper delivery of the Council's statutory duties in connection with the Crime & Disorder Act e.g. section 17 requirements.
- To provide Head of Stronger and Safer Communities, lead members and the CSPs with expert advice on all Community Safety matters and to alert the Head of Service or other manager on areas of concern.
- To develop and participate in professional and other networks that ensure the Councils are always up to date with key policy, legislative or best practice guidance.
- The Post Holder deputises for the Head of Service where needed.
- To manage the Stronger and Safer Communities Business Manager.
- To be the lead advisor to the Community Safety Partnerships and responsible for its development and ability to remain responsive to key priorities. Ensure that relevant plans and priorities are embedded in plans and governance across the Council and partners.
- To lead the development of the Community Safety Plans and Strategic Assessments that meet requirements
- To provide expert community safety input to commissioning of service across the council, partners, and the team.

- To put in place and lead effective programme oversight arrangements for all key projects in the service that ensures they are delivered on time and meet correct governance requirements.
- To be lead liaison with MOPAC, London Councils and other pan-London arrangements and ensure that requirements for financial and activity reporting are fully understood by the Team and fully met.
- To support Members in their scrutiny of service providers and partner organisations, including the police.
- Working alongside managers in the team, lead and coordinate the Council's response to critical incidents and community tensions with the involvement of council departments, partners and communities to reduce risk and improve community confidence.
- To identify opportunities for increasing external income and resources to commission and/or support services and interventions. Initiate, develop and submit grant applications and bids relating to community safety, including across directorates and partners. Provide contract and programme management oversight and timely returns on all approved bids.
- Provide strategic coordination of cross-departmental and inter agency responses on community safety issues. Ensure that suitable protocols are in place to aid, maintain and facilitate this role.

#### **Generic Duties and Responsibilities**

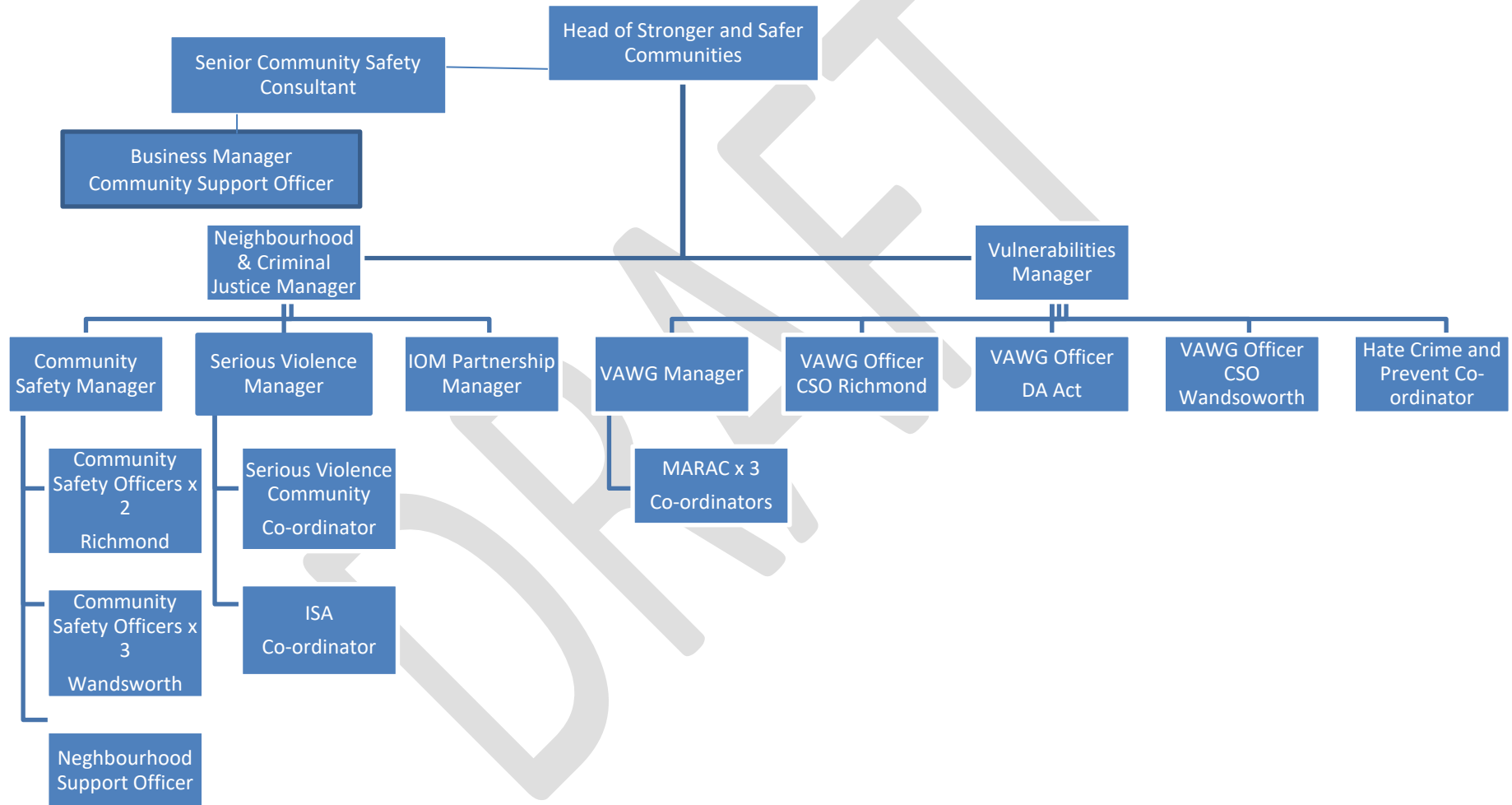
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety 4 Official.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

#### **Additional Information**

- Budgetary responsibility
- Undertake direct line management of Safer and Stronger Communities Business Manager.
- Some evening and weekend working will be expected.
- Post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond York House/Civic Centre) in order to manage staffing teams across both sites.

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## Person Specification

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| <b>Job Title:</b><br>Senior Community Safety Consultant          | <b>Grade:</b><br>MG2                                     |
| <b>Section: Chief Executive Office</b>                           | <b>Directorate:</b> Chief Executives Group               |
| <b>Responsible to:</b><br>Head of Stronger and Safer Communities | <b>Responsible for:</b><br>- Business and Policy Manager |
| <b>Post Number/s:</b> RWKC01                                     | <b>Last Review Date:</b> January 2023                    |

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

#### Being open.

This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

#### Being supportive.

This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

#### Being positive.

Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements  |           |           | Assessed by<br>A/I/T/C<br>(see below for explanation) |
|--|-----------|-----------|---|
| Knowledge  | Essential | Desirable | Assessed  |
| Knowledge and understanding of community safety strategy, policy and legislative requirements relating to community safety partnerships.                   | X         |           | A/I   |
| An understanding of specialist areas of responsibility including tackling domestic and sexual violence (including honour, cultural and faith-based abuse); | X         |           | A/I   |

|  |                  |                  |                 |
|--|------------------|------------------|-----------------|
| reducing re-offending through integrated offender management, violence reduction; and tackling extremism (through the Prevent agenda).               |                  |                  |                 |
| A detailed understanding of current issues faced within the community safety agenda including governance and commissioning arrangements.             | X                |                  |                 |
| <b>Experience</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Experience of working with Members and partners including the voluntary and community sector.  | X                |                  | A               |
| Experience of leading successful project and programme management from initiation to completion, including review                                    |                  | X                | A/I             |
| Extensive experience of working with and negotiating and influencing the police and other statutory partners at a strategic and operational level.   | X                |                  | A               |
| Experience of successfully leading, directing and delivering change in a positive way  | X                |                  | A/I             |
| Experience of managing risk with positive outcomes within a safeguarding setting.  | X                |                  | A/I             |
| Experience of overcoming challenge and difficulty to achieve desired outcome   | X                |                  | A/I             |
| <b>Skills</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Strong communication skills with the ability to present clearly to a wide range of audiences, including at the highest political and national levels | X                |                  | A/I             |
| Ability to write reports, media statements, strategies   | X                |                  | A               |
| Ability to successfully manage own workload in an environment where deadlines and priorities frequently change and are often conflicting             | X                |                  | A/I             |
| The ability to think strategically and creatively to turn high level briefs from members and senior officers and own ideas into workable initiatives | X                |                  | A/I             |
| Knowledge of information governance in local government, the transparency agenda and the principles of FOI and complaints management                 |                  | X                | A               |
| Understanding of the governance of different public sector agencies and partnerships   | X                |                  | A               |
| Demonstrable commitment to equalities and ability to translate policy into everyday practices.   | X                |                  | A               |
| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Educated to degree level or equivalent and holding relevant professional qualifications  | X                |                  | A               |

**A – Application form / CV**

**I – Interview**

**T – Test**  
**C - Certificate**

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