



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Vulnerabilities Manager	<b>Grade:</b> MG1
<b>Section:</b> Public Health	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Head of Community Safety	<b>Responsible for following staff:</b> VAWG Manager; Prevent Co-Ordinator; Community Co-Ordinator.
<b>Post Number/s:</b>	<b>Last review date: September 2018</b>

#### 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

Provide motivational leadership across the Community Safety Service, specifically act as senior strategic lead for Violence against Women and Girls (VAWG) work, Prevent and countering extremism. Deputise along with the Neighbourhoods and Criminal Justice Manager for the Head of Community Safety, being confident to take decisions and liaise with elected members in this capacity. To develop strategies and action plans; provide support to the strategic VAWG Steering Groups; improve access to multi-agency support and the contract /performance management of services in order to ensure the delivery of key performance measures and outcomes.



The post holder will also have responsibilities in relation to ensuring the delivery of Prevent, hate crime and counter extremism work in both boroughs. Line manage the VAWG Manager, the Prevent Coordinator and the Community Coordinator.

### **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. Act as joint Deputy Head of Community Safety along with the Neighbourhoods and Criminal Justice manager.
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 Coordinator in Wandsworth and the Prevent approach in Richmond including advocating and advancing delivery of the Prevent strategy and the work of 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 in Wandsworth 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 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.
7. To coordinate and develop the strategic VAWG Steering Group(s) to deliver effective work and sustained outcomes in accordance with the Terms of Reference. Oversee the operational VAWG Steering Group(s) in conjunction with the VAWG Manager.
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 along with the Head of Community Safety.



10. Seek and/or develop good practise in relation to VAWG work and services implement and evaluate effectiveness.
11. 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.
12. To 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.
13. Undertake budget management responsibilities for the VAWG, Prevent and Countering Extremism part of the Community Safety Division, related grant funding applications and conditions and ensure that invoices are correctly administered and paid.
14. To ensure all Member queries about service delivery are dealt with promptly and effectively.
15. To proactively assist and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer 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 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.
- 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.

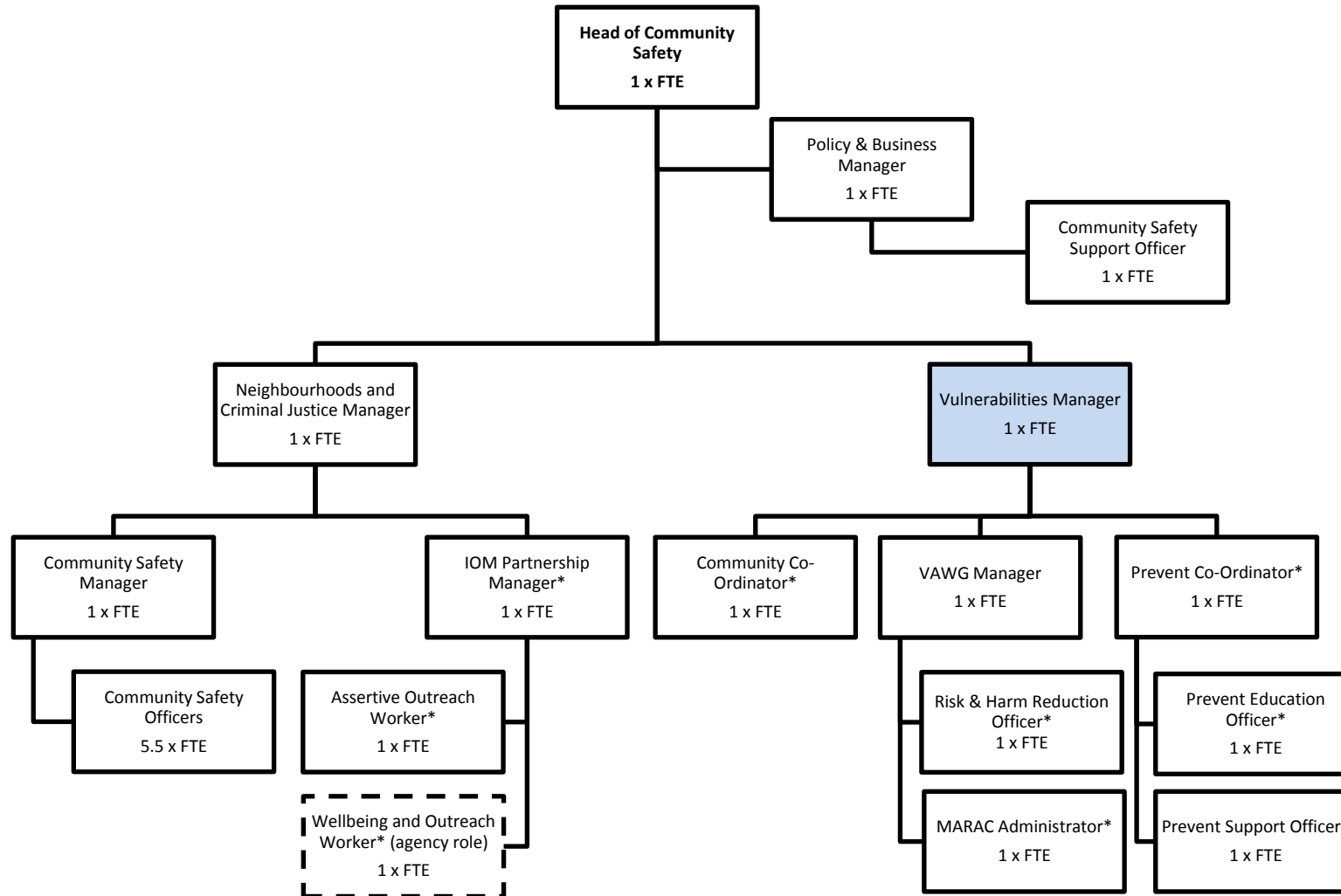


- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

#### **Additional Information**

- The role requires the post holder to at times work evenings and weekends.
- Undertake direct line management of VAWG Manager, the Prevent Coordinator and the Community Coordinator and provide leadership and guidance to other members of the Community Safety Team.
- The post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) in order 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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### 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.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
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
Good knowledge of strategies to address hate crime.	
<b>Experience</b>	
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
A demonstrated track record of leading partnerships, community safety services, enforcement and engagement activities and establishing and delivering partnership and service priorities.	A/I
Experience in developing effective multi-agency partnership working to tackle violence against women and girls and improving access to multi-agency support to manage related risks.	A/I
Successful experience of securing funding for implementation of projects.	A/I
<b>Skills</b>	
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/T
Strong knowledge of and ability to use standard IT packages (Microsoft Office 365).	A/I
Experience of appropriately managing budgets and or allocating staff resources.	A/I
<b>Qualifications</b>	
Educated to a degree level or equivalent by experience.	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**