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

**Job Description**

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| **Job Title:** Head of Stronger and Safer Communities | **Grade**: MG4 |
| **Section:** Stronger and Safer Communities  | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Assistant Chief Executive  | **Responsible for following staff:**- Partnership Manager- Voluntary Sector Manager- Community Engagement Manager- KRSCP Partnership Manager- Senior Community Safety Consultant- Neighbourhoods and Criminal Justice Manager- Vulnerabilities Manager |
| **Post Number/s:** | **Last review date:**  |

**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**

The post holder is responsible for leading a large multi-disciplinary service area comprising five teams that delivers and commissions a wide range of activity that develops, strengthens and supports the Councils’ relationship with its residents, community groups, voluntary sector, and key partners both locally and sub-regionally.

The postholder identifies and leads opportunities for enhanced cross-council and collaboration with partners internal and external, devising responsive place-based approaches wherever possible, that are rooted in a shared understanding of community needs and vulnerabilities, delivering stronger and safer communities.

The post holder is accountable for ensuring that all relevant legislative and policy requirements are met in relation to Community Safety. Focus here is on work that meets Community Safety Partnership priorities to promote safer communities through tackling crime and anti-social behaviour; high harm crime including knife crime and serious and organised crime; safeguarding children; tackling domestic and sexual violence against women and girls; reducing offending through integrated offender management and tackling radicalisation and extremism .

**Specific Duties and Responsibilities**

* To manage, develop and promote effective corporate partnership arrangements for both Councils, promoting and developing good working relations and collaborative arrangements with relevant third party organisations agencies including private, voluntary and other public organisations (including the Police), to forge effective partnership working.
* To lead and champion multi-agency working to deliver on objectives in both Councils Corporate Plans, and in response to local need, as agreed with the Chief Executive and Assistant Chief Executive.
* To regularly brief Leaders and relevant Lead Members of both Councils, in verbal and written forms as required on matters of key importance in relation to partnership and community matters.
* To bring together expertise from across the council to help tackle issues of concern on a case by case basis, for example, developing innovative solutions to ensure the sustainability of key community assets.

* To ensure support is provided to specific partnerships including the Richmond Partnership, Safeguarding Children Partnership, both Councils’ Health and Wellbeing Boards and Community Safety Partnerships.
* To manage both Councils’ relationship with the Voluntary and Community Sector in each borough, associated contracts (e.g. CVS in Richmond and Voluntary Sector Co-ordination Project in Wandsworth) and extensive grants functions (including Civic Pride, Wandsworth Grants Fund, Local Area Fund, and NCIL arrangements in both boroughs) and to manage the Councils' Healthwatch arrangements.
* To lead on the delivery of Richmond Council’s commitment to community involvement, including ensuring the delivery of the Community Engagement Programme including the Community Conversation and Outreach projects, and to develop and implement new programmes, projects and activities as required.
* To effectively collaborate with community organisations and residents through relevant fora and networks both through established mechanisms including Neighbourhood Watch, as well as informal and new online and in-person groupings, to improve engagement, calls to action, communications, and reassurance.
* To commission effective and value for money Advice and Information Services across the two boroughs.
* To ensure effective sub-regional arrangements are in place for hosting the South London Partnership (Richmond) and to lead on Council representation via Central London Forward (Wandsworth).
* To lead in the promotion and understanding of the Councils’ statutory responsibilities regarding Community Safety and to provide strategic, policy and professional advice and support to the Director of Public Health and the Senior Management Team, other Council Chief Officers, Members, and partner agencies.
* To provide leadership to the strategic development of Community Safety Partnership and to be responsible for the development of the Councils’ Community Safety Partnership Plans, ensuring all statutory responsibilities are met, including MOPAC requirements.
* To analyse trends, make forecasts and recommend policy changes to tackle identified problems including securing allocation of necessary resources. Identify priorities, targets and the most effective response to workload pressures; and to direct work programmes accordingly.
* To deliver ad-hoc pieces of work on flagship / community-based projects as directed by the Assistant Chief Executive.
* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
* To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
* To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
* To monitor, review and control revenue and capital expenditure within allocated budgets in line with agreed priorities and to ensure that income targets are met.

**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**

* Budgetary responsibility
* Posts managed/supervised – see the chart below
* Given the management span and community and stakeholder focus of the role, it is likely that the post holder will need to spend significant time working from our bases in Twickenham (Civic Centre) and Wandsworth (Town Hall). This might vary week to week depending on the needs of the service. This will include attending evening meetings where necessary, including committees and other forums.

**Current team structure**

**Person Specification**

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| **Job Title:** Head of Stronger and Safer Communities | **Grade**: Proposed MG4 |
| **Section:** Stronger and Safer Communities  | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Assistant Chief Executive  | **Responsible for following staff:**- Partnership Manager- Voluntary Sector Manager- Community Engagement Manager- KRSCP Partnership Manager- Senior Community Safety Consultant- Neighbourhoods and Criminal Justice Manager- Vulnerabilities Manager |
| **Post Number/s:** | **Last review date:** new |

 **Our Values and Behaviours[[1]](#footnote-2)**

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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working

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| **Person Specification Requirements** | **Assessed by** **A &**  **I/ T/ C (see below for explanation)** |
| **Experience**  |
| Experience of leading partnership working with corporate, statutory and voluntary sector colleagues, including within a national context to agree and achieve shared objectives | A/I |
| Experience of successfully working with Members, community groups and service users to achieve change | A/I |
| Knowledge of Community Safety issues and how they can be addressed, including the work of the Community Safety Partnerships  | A/I |
| Experience in negotiating with partners to deliver positive outcomes | A/I |
| Experience of leading successful project and programme management from initiation to completion, including review | A/I |
| Experience of successfully leading, directing and delivering change in a positive way | A/I |
| Experience of overcoming challenge and difficulty to achieve desired outcomes | A/I |
| **Skills & Knowledge**  |
| Excellent interpersonal skills with the credibility to develop exceptional relationships of trust with peers and other agencies working strategically and personally across boundaries to identify areas where mutual gain can be achieved | A/I |
| Strong communication skills with the ability to present clearly to a wide range of audiences, including at the highest political and national levels | A/I |
| Ability to write reports, media statements, strategies | A/I |
| Ability to successfully manage own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting | 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 | A/I |
| Knowledge of information governance in local government, the transparency agenda and the principles of FOI and complaints management |  |
| Experience of successfully leading or managing high-performing teams of staff | A/I |
| Understanding of the governance of different public sector agencies and partnerships | A/I |
| **Qualifications**  |
| Educated to degree level or equivalent and holding relevant professional qualifications  | A,I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-2)