London Borough of Bexley

Job Reference:

Job Description

Management Grouping: **Place Communities & Infrastructure**

Team: **Community Safety Services**

Post Title: **Senior Community Safety Co-ordinator (Partnership and Projects)**

Reporting to: **Community Safety Services Manager**

Purpose of the job

To enable Bexley Community Safety Partnership (BCSP) to operate in accordance with its statutory obligations.

Provide high quality policy & strategy development support; leading and drafting strategies, policies, plans and protocols relevant to the work of the BCSP and the Community Safety Team - developing and implementing policy direction.

Overseeing and coordinating statutory needs assessments – Joint Strategic Assessment, Serious Violence Needs Assessment and ensuring that the Combating Drugs Needs Assessment and Domestic Abuse Needs assessments are completed in a timely manner.

Researching, commissioning and co commissioning services, projects or programmes in support of MOPAC (Mayors Office Policing and Crime) priorities and local BCSP outcomes. Working with a range of funded groups and services to ensure outcomes are being planned, achieved and grant conditions adhered to.

To delivery against project and partnership financial duties including payments, invoicing, financial forecasting, budget monitoring and auditing grants.

To support the Community Safety Services Manager by attending regional Community Safety Managers Forum's and assisting with community safety related duties.

Hardest part of the job

The most challenging parts of the role are:

1. Leading on the development of strategies and plans and managing challenging stakeholder relationships, with the aim to reflect the different aspirations of multi-agency partners in support of local community needs and outcomes

2. Considering and meeting the complex and often competing priorities, expectations and needs of the various members of BCSP.

3. Guiding the BCSP partners/providers of projects and services to ensure compliance with its statutory duties, responsibilities and funding criteria

Strategy

To proactively analyse and assess the strategic impact of emerging national priorities, trends and legislation, make recommendations to Cabinet Member, Place Director and Borough Superintendent as joint chairs of the BCSP and lead or contribute to work to mitigate against adverse impact.

To analyse and assess emerging national priorities and legislation, make recommendations to Cabinet Member, Director of Place and Borough Superintendent as joint chairs of the BCSP - putting in place local plans for implementation.

To lead the BCSP in the development of its overarching strategy and delivery plans in accordance with the MOPAC performance management frameworks and developing local outcomes and performance measures to demonstrate impact.

To work collaboratively with service areas in developing strategic policy that supports the BCSP and Community Safety Teams vision, recommending changes to policies, process and systems as required.

Oversee the implementation of the BCSP strategy and delivery plans, preparing reports for senior managers and the Board and managing and analysing progress and performance.

To engage with stakeholders on Community Safety related strategic matters, including residents and partners on a range of issues including in relation to needs assessment through the community safety survey and on equalities issues.

To oversee the financial and governance structure of the Bexley Community Safety Parntership, ensuring reporting up and decision-making informed as required, and that financial and operational risks are communicated.

To support the NRM Co-ordinator in management of the Pilot project and the Modern Slavery and VAWG Co-ordinator to deliver against their Strategies and grant requirements.

Direction

To contribute to the BCSP's process by:

- Establishing and direct operational practices and procedures that support the BCSP and Community Safety Services Team in achieving its strategic objectives, together with those short term goals set out in the BCSP's delivery plan.
- Developing policies, strategies and programmes to turn the BCSP's' agreed vision into reality.
- Conduct joint strategic assessments to ensure the impact of change is understood and mitigated
- Informing commissioning plans, based on research and insight
- Managing the finances and reporting against action plans and grant funding measures

Implementation

To develop policies, strategies and needs assessment to enable senior managers to make informed decisions and to improve the BCSP and Council's performance and service delivery.

Leading and developing joint strategic needs assessments and local crime surveys that meet the MOPAC outcomes and inform BCSP priorities and policy development and include issues affecting minority groups so as to further the Council's commitment to enhance service delivery against all equality strands and provide a clear direction of travel supported by evidence.

To develop and co-commission programmes and projects that meet the MOPAC outcomes for crime and ASB in London linked to local assessment of need and to advise\report to the BCSP members.

To ensure the BCSP operates in compliance with all relevant statutory and regulatory requirements.

To manage the BCSP delivery plans and keep under review the MOPAC performance management dashboard, identifying trends and issues and reporting to the board and senior officers.

To develop and prepare the various reports, strategies, policies, protocols and plans relevant to the work of the BCSP for senior officers, Members, Overview and Scrutiny Committees and external partners.

To have oversight of community engagement exercises including surveys and qualitative interviews\facilitated workshops.

To manage all external Community Safety funding streams on behalf of the BCSP and Council, to commission goods and services and programmes to deliver against named priorities, currently at the amount of approximately £600,000 per year.

To draft service level agreements or grant funding agreements and contracts for services/projects that support the partnership work, liaising with Legal and Procurement Teams.

To monitor and review BCSP funded programmes and ensure outcomes and targets are achievable and in line with criteria and guidelines, providing guidance to partners as and when necessary and addressing underperformance.

To manage the financial activity of the Community Safety Team and BCSP, as overseen by the budget holder, including setting up suppliers, raising requisitions, paying services and projects, invoicing and budget monitoring.

To review the systems and procedures of those agencies receiving funding or commissioned to ensure that they have relevant systems and procedures in place as required by legislation and including Safeguarding and Data Protection.

To research, identify and recommend any new funding streams relevant to the work of BCSP, or of any of its partner organisations, and prepare and submit funding bids as appropriate.

To support the operational efficiency of the BCSP Board and Executive by ensuring that agendas and minutes are prepared and issued, information and update reports are completed and disseminated.

To represent the BCSP at various meetings of other Council steering groups and multi-agency meetings as required.

To prepare and make presentations and facilitate focus groups in support of the BCSP work and also present key pieces of work to Board and the Executive group.

To carry out Equality Impact Assessments (EIAs) in respect of the policies, plans and projects that fall within the remit of the BCSP.

To manage and support the NRM Co-ordinator in management of the Pilot project, including quarterly reporting and annual bidding. To manage and support the Modern Slavery and VAWG Co-ordinator to deliver against their Strategies and grant requirements, deliver training and

awareness, and to provide casework guidance.

Organisational Control and Development

To keep under review and develop the structures, procedures and working methods for which the post holder is responsible so as to ensure an integrated, effective and efficient approach to the delivery of services.

To ensure that working practices and processes are developed that maximise the use of new technology to ensure efficient and effective delivery of services and in line with legislative practises.

To develop key stakeholder and professional networks to facilitate joint working, sharing of best practice and information.

Staff Management and Development

To ensure that arrangements are made for the training and development of the representatives that make up BSCP as a whole, or where appropriate the representatives of individual partners, in order that they have a clear understanding of the BCSP's statutory duties and responsibilities.

To line manage the Community Safety Services Project Officer, the National Referral Mechanism Co-Ordinator, and the Modern Slavery and VAWG Co-Ordinator.

To provide briefing\training on the role of the BCSP to internal and external partners, the voluntary sector and general public, so that they have a clear understanding of the role of the BCSP objectives, statutory duties and ongoing projects.

To support the ongoing development and learning of those agencies funded to deliver programmes on behalf of the BSCP so as to ensure agreed outcomes, service delivery and targets are met.

Personal Effectiveness

To be fully conversant with relevant statutory provisions in relation to the operation of the BCSP, the Council's constitution, processes and procedures.

To establish and develop effective working relationships and productive partnerships with representatives of BCSP and its co-opted partners, including those from the voluntary sector.

To produce and present timely and relevant advice, information, appraisals and recommendations to the BCSP Board and Executive and to Council Members and Committees.

To deal promptly with all matters requiring the post holder's personal attention.

To be competent at managing financial systems and organised in budget monitoring.

Person Specification

Post Title: Community Safety Co-ordinator (Strategy)

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (See Key)

(a) Education and Formal Training		
Educated to degree level	E	A/I
Management Qualification	D	A
Experience of working in local or central government, a major public sector organisation or other large multi-functional organisation	E	A/I
(b)Technical experience and knowledge		
Excellent analytical skills and the ability to prepare clear and concise reports on complex issues and in formats suitable for a variety of audiences	E	A/I
Experience of developing and implementing evidence-based policy responses to Community Safety issues.	D	A/I
Experience of influencing decision makers, networking and raising awareness of community safety issues for the borough.	D	A/I
Significant experience in developing strategy/policy development and delivery plans.	E	A/I
Proven experience in compiling outcomes and performance management frameworks	E	A/I
Proven experience of leading Community Safety partners and multi agencies	E	A/I
A good knowledge and understanding of current community safety policies including Crime and Disorder Act 1998, ASB Act 2003, ASB Crime and Policing Act 2014 and other associated legislation.	E	A/I
Experience of providing professional guidance to a policy-making groups and senior officers\representatives	E	A/I
Experience and managing or directing staff or resources;	E	A/I
Proven experience of commissioning, managing and monitoring services in support of strategic objectives\outcomes	E	A/I/T
Experience of financial management, maintaining budgets, record keeping and providing regular reports and updates.	E	A/I
Commitment to equal opportunities and experience of carrying out Equality Impact Assessments.	E	A/I

(C) Skills, Abilities & Competencies		
Ability to use own initiative and work both on your own and in a team with experience of communicating to appropriate partners/agencies in line with data protection and information sharing protocols.	E	A/I
Strong facilitation and presentation skills in order to facilitate and bring about effective group and community discussion and debate	E	I
Experience in producing successful funding bids	E	A/I
Ability to deal with difficult situations and implement and adhere to personal risk management plans	E	A/I
Competent use of Excel, Word and Outlook.	E	A/I
English Language Requirements for Public Sector Workers: • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. • Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.	E	A/I
(D) Other Additional Requirements		
Ability to attend evening or weekend meetings as necessary.	E	A
Ability to travel to meetings and other events with partners, voluntary and community groups, most of which will be in the London Borough of Bexley.	D	A

Selection method key: I = Interview A = Application Form AT = Ability Test

High Performance Indicators

Post Title: Community Safety Co-Ordinator (Strategy)		Grade: Bexley 14
Values	**Behaviours for staff**	**Behaviours for managers**
Innovation	I respond flexibly and adapt to changing demands I am prepared to take managed risks to achieve better outcomes I ask 'What if…? to develop fresh thinking and innovative approaches to generate and implement solutions to improve	I routinely look for innovative and cost-effective ways to improve performance and customer service I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future I take calculated risks based on available

	performance and challenge the status quo	evidence and my professional judgement to learn and try new things
Leadership	I demonstrate a clear sense of purpose and direction, in line with organisational objectives I am willing to take difficult decisions My personal actions promote a positive image of Bexley	I take responsibility for my service and for making things happen to make a difference to my service users I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work I inspire, lead and encourage staff to move forward
Partnership	I show respect for others and value contributions from internal and external partners and customers I recognise the right solution, regardless of who initiated it I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I encourage the feeling that the team is a collective unit with shared goals I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council I network internally and externally
Listening and Responding	I acknowledge other people's viewpoints and work with them to find a win-win solution I prepare and present information anticipating questions and problems I adapt my style to the audience and their needs, using the most appropriate communication channels	I seek regular service user feedback and review customer data to shape service improvements I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them I empower staff to make decisions and changes to improve value for money, customer service and productivity
Open and Accessible	I see issues from the customer / user perspective I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs I seek to build and maintain positive relationships with customers and partners	I am accessible to my service users, customers, staff and Members I communicate and share a clear vision for the bigger picture as well as specific service areas I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
Impact	I prioritise my activities and resources to focus on those which have the most impact for residents I take responsibility for making things happen and achieving my objectives I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence	I design services that provide value for money and deliver our outcomes, informed by evidence I produce, prioritise and adapt plans to meet changing requirements I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance