

	<b>Job Profile</b>
<b>Directorate:</b>	Customer Experience
<b>Service Area:</b>	Regulatory Services and Community Safety
<b>Job Title:</b>	Community Safety Officer
<b>Grade:</b>	SO2
<b>Post Number:</b>	A019
<b>Base/Location:</b>	Charnwood Borough Council Offices
<b>Responsible To:</b>	Community Safety Manager
<b>Responsible For:</b>	Nil Staff
<b>Key Relationships/ Liaison with:</b>	Community Safety Policy Officer & ASB Officer

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>• To support the Charnwood Community Safety Partnership in the implementation of actions to reduce crime and disorder in Charnwood by direct contact with partners and outside agencies.</li> <li>• Lead on the implementation of intervention policies designed to prevent crime, hate incidents, anti-social behaviour and the fear of crime through direct contact with the public, including offenders, potential offenders and vulnerable members of the community.</li> <li>• To contribute to the Council's statutory responsibilities under the Crime and Disorder Act 1998.</li> <li>• Delivery of an effective and appropriate service to all service users, fairly and without discrimination.</li> </ul>

	<b>Main Duties and Responsibilities</b>
<b>1.</b>	Collaborate with the Community Safety Policy Officer and ASB Officer to implement the intervention work of the Charnwood Community Safety Partnership for the implementation of the Community Safety Partnership Plan and associated Action Plans.
<b>2.</b>	Work with other Council services and outside agencies in building crime and disorder reduction into their mainstream activities.
<b>3.</b>	In collaboration with the Community Safety Policy Officer & Community Safety Manager, actively identify changes in policies or activities in both the Council and outside agencies which contribute to the reduction of crime and anti-social behaviour.
<b>4.</b>	Develop specific Council or inter-agency projects to reduce crime, in particular, Domestic Burglary, Theft from Motor Vehicle and Cycle Theft, and, where appropriate, manage such projects to achieve agreed outputs.
<b>5.</b>	Lead and develop the Crime out of Loughborough (Cool) Initiative, as a delivery group of the Charnwood Community Safety Partnership.

6.	Lead on the Council's response to hate related incidents and PREVENT, assisting to embed the Council's PREVENT duties.
7.	Support the Anti-social Behaviour Team to deliver effective responses to complaints of anti-social behaviour, including the provision of mediation services where appropriate.
8.	In collaboration with the Community Safety Policy Officer, develop and implement audits and consultations related to both crime and anti-social behaviour, support periodic reviews and report trends.
9.	Take a lead role in developing and supporting strategies to reduce crime and disorder in the Borough, including Operation Umble and identification of best practice from other areas.
10.	Attend meetings of the Charnwood Community Safety Partnership, Crime and Anti-social Behaviour Joint Action Groups and any other relevant groups reporting developments to the Community Safety Team and communicating good news to the public via the media.
11.	Secure support from outside agencies, including the OPCC, in both the public and private sectors for crime reduction measures.
12.	Lead on the programme for crime reduction processes and intervention measures to the community through presentations and displays. This involves travel throughout the area and the management and maintenance of the Community Safety Vehicle and Display Equipment.
13.	Identify costs of crime to the public and private bodies and identify the benefits and savings achieved by employing community safety measures.
14.	Deliver an effective and appropriate service to all service users, fairly and without discrimination.
15.	As a term of your employment you will be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
16.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

### Disclosure Barring Service (DBS)

- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

**Prepared by:** Community Safety Manager

**Date:** 13 August 2015

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	Essential	Desirable
<b><u>Qualifications</u></b>		
NVQ level 4 qualification or equivalent level of relevant experience.	✓	
<b>Or</b>		
Degree level or equivalent.		✓
<b><u>Experience</u></b>		
Proven experience of work involving inter service working consulting the public and working with external agencies/groups.	✓	
Successful implementation of new community initiatives.	✓	
Experience of facilitating meetings.	✓	
Experience of analysing data and producing statistical reports.		✓
Experience of successfully obtaining funding through competitive bidding and subsequent project management.		✓
<b><u>Skills / Knowledge</u></b>		
Knowledge of the Crime and Disorder Act 1998 and current thinking about community safety/crime reduction.	✓	
Literacy and numeracy skills sufficient to analyse and interpret data and to develop policy.	✓	

	Essential	Desirable
IT skills sufficient to analyse data, produce reports and operate in a modern office environment.	✓	
Successful integration of community safety issues into mainstream delivery of services.		✓
Performance management skills to ensure objectives are monitored, reviewed and analysed.		✓
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
<b><u>Interpersonal Skills</u></b>		
Communications and presentation skills sufficient to work at different levels internally and externally with partners and the community.	✓	
Able to diffuse potential confrontational situations.	✓	
Presentation skills sufficient to convey information to a range of audiences.		✓
Good team skills.	✓	
Ability to work to achieve agreed objectives and deadlines.	✓	
Ability to work on own initiative.	✓	
Understanding of the need to maintain confidentiality.	✓	
Ability to work with minimum supervision.		✓
<b><u>Other requirements</u></b>		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
To be able on occasion to work outside normal office hours.	✓	
To be able to travel throughout the Borough (may be using own transport).	✓	

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