**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

**Department:** Communities **Location:** Various

**Division:** Community Safety & Engagement  **Post No:** POSN006112

**Section:** Community Safety **Job Evaluation Number: A3211**

**Post:** Senior Anti-Social Behaviour Officer

**Grade:** Band I (£41,771-£46,142)

**Responsible To:** Community Safety Manager

**Responsible For:** Anti-Social Behaviour Officers

**JOB PURPOSE**

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| To work as a member of the Community Safety team delivering a victim focused response to reported issues of crime and anti-social behaviour. Utilising restorative practice and early interventions to support victims, encourage behaviour change and prevention. Manage case work, investigate referrals within agreed procedures and acting where appropriate  Responsible for the management of anti-social behaviour team, play a key role in addressing low-level crime and anti-social behaviour across Sefton. You will be working in partnership to promote behaviour change and reduce community impact, developing action plans with partners and leading the implementation of these plans to enhance community safety.  Responses will be proactive and will support the activities of the Safer Sefton Together Community Safety Partnership within Sefton to ensure that victims are adequately supported and those responsible for crime and anti-social behaviour are appropriately challenged. This post will also include engagement with alleged offenders in a challenge and support manner. This post will require excellent multi-agency working and up to date knowledge of services, programmes and strategies across Sefton and Merseyside |

**MAIN DUTIES**

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|  | 1. Supervise anti-social behaviour officers, including supporting them managing a complex caseload. 2. Support other members of the wider team / section with projects and initiatives. 3. To act as lead to ensure good coordination and communication is in place in relation to the management of cases referred into the Community Safety and anti-social behaviour team. 4. To promote a victim focused approach to reports of anti-social behaviour and crime within Sefton. 5. Comply with and implement relevant legalisation, including Anti-social Behaviour, Crime and Policing Act 2014. 6. To actively challenge and support those identified as responsible for anti-social behaviour and crime within the communities, this will involve home visits both independently and with partners, as well as engagement within community settings. 7. Respond to complaints and freedom of information requests in line with compliance procedures and utilise existing case management systems. 8. Work in partnership with internal and external colleagues, including (but not exhaustive) Merseyside Police, Housing Providers, Merseyside Fire & Rescue Service, Environment Health and the wider Communities team. 9. Engage and work with elected members and community organisations to respond to anti-social behaviour and low-level crime. 10. To possess an extensive knowledge of all relevant legislation, policies and procedures in dealing with anti-social behaviour concerns. 11. Facilitate a targeted response to anti-social behaviour ‘Hotspots’ across Sefton, including supporting multi-agency responses. 12. Work flexibly across Sefton to the needs of the service. 13. Apply best practice in relation to anti-social behaviour strategies and operational procedures. 14. Be aware of Equality, Diversity and Inclusion agenda and comply with the Council’s Equality, Diversity and Inclusion strategy. 15. Be aware of Health & Safety principles and comply with the Council's Health & Safety Procedures. 16. Undertake any other duties commensurate with this post. |
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**Methods of Working:**

The post holder will be expected to:

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|  | * Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that enable team players to play their part within agreed timetables. * Take an active part in appraising their own work against agreed priorities and targets, in accordance with the department’s management supervision guidelines and service review process. * Undertake appropriate training, coaching and development opportunities associated with the duties of the post. |
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**SPECIAL CONDITIONS**

1. 36-hour per week post.
2. A casual car allowance is payable.
3. The Council operates a no-smoking policy.
4. This is a permanent post with duties reviewed annually.
5. Enhanced DBS clearance is essential for this post. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. The post you are applying for requires access to the Public Service Network (PSN) and requires compliance with the HMG Baseline Personnel Security Standard.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved Equality, Diversity & Inclusion policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**OTHER:**

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by:** Helen Birrell

**Designation:** Service Manager – Community Safety & Engagement

**Date:** July 2025

**PERSON SPECIFICATION**

**Post:** Senior Anti-Social Behaviour Officer **Post No:** POSN006112

**Department:** Communities **Division:** Community Safety & Engagement

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **EXPERIENCE / QUALIFICATIONS / TRAINING** | | |
| Experience of managing people and resources | E | A/I/R |
| Performance management experience | E | A/I/R |
| Implementation of service improvements | E | A/I/R |
| Experience of Community Safety to tackle issues of crime / anti-social behaviour | E | A/I/R |
| Accredited leadership / management qualification | D | A/I/R |
| Developing relationships with key stakeholders | E | A/I/R |
| Managing organisational change | E | A/I/R |
| Using IT applications and case management systems | E | A/I/R |
| Partnership working with the voluntary, public and private sector | E | A/I/R |
| Experience of working with Elected Members | E | A/I/R |
| Experience of customer service, handling complaints, feedback and compliments | E | A/I/R |
| **KNOWLEDGE OF:** | | |
| Anti-social behaviour legislation | E | A/I |
| Consolidated powers of Anti-social Behaviour, Crime and Policing Act 2014 | E | A/I |
| Dealing with casework | E | A/I |
| Best practice principles and local government modernisation agenda | E | A/I |
| Data protection principles and legislation | E | A/I |
| Governance structure of Local Authority and its practices / procedures | E | A/I |
| Best practice in relation to anti-social behaviour strategies and operational procedures | E | A/I |
| **SKILLS** | | |
| Excellent leadership and management skills | E | A/I |
| Excellent programme and project management methods | E | A/I |
| Excellent communication, both written and verbal | E | A/I |
| ICT skills, including Microsoft Office and its associated applications | E | A/I |
| Self-motivated and an ability to work unsupervised | E | A/I |
| Negotiation and influencing skills | E | A/I |
| Problem solving and analysis | E | A/I |
| Organisation and planning, including ability to meet tight deadlines under pressure | E | A/I |
| **ABILITY TO:** | | |
| Create a sense of enthusiasm and confidence amongst partners | E | A/I |
| Operate independently, managing conflicting priorities effectively | E | A/I |
| Be creative when designing services and solving problems | E | A/I |
| Lead and motivate a team and line manage others, with effective resource planning skills | E | A/I |
| Adapt to change | E | A/I |
| Work unsupervised | E | A/I |
| **OTHER** | | |
| An understanding and commitment to equal opportunities in employment and equity issues | E | A/I |
| A driving licence and access to a car | D | A |
| Commitment to continuing professional development | E | A/I/R |

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| **Prepared by:** Helen Birrell | AF | = Application Form |
|  | I | = Interview |
| **Designation:** Service Manager | T | = Test |
|  | P | = Presentation |
| **Date:** July 2025 | R | = Reference |
|  | C | = Certificate |