

Job Description

Post title	Service Manager – Community Safety	Grade	K
Department	Operations – Community Safety	Post ref	ACP0403

Overall job purpose

Reporting directly to the Executive Director - Operations the postholder will be responsible for leading and managing the Council's Community Safety service, delivering our vision to provide a safer Ashfield where residents, businesses and visitors feel safer in the district. This will be achieved by working with our partners to tackle crime and antisocial behaviour.

The postholder will provide strategic direction and support to the Council and partners, and act as an advisor to the Community Safety Partnership.

The postholder will be responsible for building and maintaining relationships with senior officers, elected Members, the Police and other key partners to ensure the effective delivery of local community safety priorities and reducing crime and fear of crime in Ashfield District.

The postholder will be responsible for leading and managing the activity of the Community Safety team to ensure the delivery of the Council's community safety priorities. The postholder will pursue their community safety work from a corporate perspective, to ensure positive impacts on economic development and inclusion, neighbourhood regeneration and community cohesion whilst ensuring an effective use of Council and partnership resources.

Reporting relationships

Reports to:	Executive Director – Operations
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Responsible for:	Community Safety Service
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Key tasks and responsibilities – post specific

To lead the strategic response to community safety, formulating plans and implementing targets and objectives to ensure the council and partners fulfil strategic objectives, complying with current legislation and national policy frameworks to tackle crime and disorder.

To manage the operations and colleagues within the Community Safety Team, to ensure that all functions are delivered efficiently and in accordance with the Council's objectives for community safety.

To recruit, support and develop colleagues in the Community Safety team and ensure effective succession planning.

To ensure the wellbeing, health and safety of all colleagues in the Community Safety team especially with regard to lone working.

To identify and mitigate strategic and operational risks related to Community Safety.

To develop, implement and review all Community Safety related strategies and policies across the district and coordinate activity by developing a district wide Community Safety Plan based on a strategic assessment of crime and disorder in Ashfield.
To oversee and coordinate partnership activity across the district by building a shared understanding of the current issues relating to crime and disorder, agreeing shared priorities and developing joint plans. This will be done principally through the Community Safety Partnership but the postholder should also identify other opportunities for joint working.
To coordinate the strategic response to any critical or high-profile incidents, devising actions to support our communities.
To have a strategic role in influencing partners and working closely with relevant leads across the district in securing funding into the district for Community Safety. To identify and resolve any blockages or barriers to effective partnership working by dealing positively with personnel or inter-agency conflict and bringing any unresolved issues to the attention of the Community Safety Partnership.
Develop and maintain constructive relationships with the Police, the Office of the Police and Crime Commissioner, Probation Service and Fire and Rescue Service as statutory partners within the Community Safety Partnership. Further, to engage and build relationships with other relevant public, private, community and voluntary groups, establishing and directing the work of ad hoc groups and tasking teams tackling community safety priorities.
To promote partnership working, organise and chair meetings and to represent the Council at meetings with partners and external organisations as and when required.
Lead the Community Safety Hub and linked professionals' meetings, ensuring the active participation of relevant officers and agencies.
To coordinate and liaise with other Council services which contribute to the delivery of Community Safety priorities to ensure that the contribution of those services in tackling crime and disorder are maximised and so that the community safety activity complements and is aligned to other Council priorities.
In collaboration with internal colleagues and partners, identify, secure and manage funding opportunities and improvements for system change for new crime prevention/reduction initiatives to support the Council's objectives, and ensure that appropriate systems are in place to monitor and evaluate their implementation, including required reporting to funders.
To ensure the service and Community Safety Partnership has effective governance processes in place that enable the delivery of the partnership and corporate plan, with appropriate analytical, performance monitoring, evaluation and learning frameworks to ensure transparency, accountability and inform effective decision making. This includes timely reporting to regulatory bodies such as DEFRA and the Home Office.
To develop responses to consultation on policies and legislative changes relating to crime, anti-social behaviour and the fear of crime.
To provide regular briefings and updates to Executive Lead Members and District Councillors, ensuring that the Council's community safety achievements and work are well understood and meeting agreed corporate priorities. This includes producing and presenting complex reports for Senior Leadership Team, Cabinet, Council or Select Committee.
To prepare and manage a significant budget of circa £2m ensuring compliance with corporate financial controls and that expenditure is within agreed budget levels whilst achieving value for money.

Responsible for ensuring effective systems, data collection and management and reporting within the Community Safety team with particular focus on compliance with legislation for handling personal and sensitive data.
To ensure all equipment is effectively managed and replaced as required. This includes CCTV, vehicles, radios, uniforms and confiscated items
Acting as the lead officer for the Council in Prevent, modern slavery and violence reduction services working with partners to develop a model of interventions that meets identified needs.
To directly ensure the Council and partnership fulfils its legal obligations by taking a senior role in ensuring Domestic Homicide Reviews are conducted in accordance with the Domestic Violence, Crime, Victims Act 2004 and any new legislative requirements, ensuring learning outcomes are imbedded across the Council and statutory partners and support is provided to impacted parties.
To act as a senior officer of the Council in reviewing high level appeals and consultations relating to Closure Orders, Public Space Protection Orders, Statutory Notices and housing appeals such as seek housing possession processes relating to crime, disorder and anti-social behaviour.
To ensure that a presence is provided at all Corporate and Community Safety events. This will require the postholder to help arrange, set up and attend all day outdoor events, often at weekends and bank holidays.

Key tasks and responsibilities – corporate
As a member of the Corporate leadership team, to work collaboratively with Assistant Directors across the Council to ensure Corporate objectives are effectively delivered and to deputise for the Executive Director as required.
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: