

Person Specification

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

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 2 Assessment
Seeing the big picture	Application Form / Interview / Test
Making effective decisions	Application Form / Interview
Leading and communicating	Application Form / Interview
Collaborating and partnering	Application Form / Interview
Building capacity for all	Application Form
Managing a quality service	Application Form
Delivering at pace	Application Form

Skills	Essential / Desirable	Assessment
High level organisational skills	Essential	Application Form / Interview
Ability to lead and inspire teams, creating a positive workplace culture	Essential	Application Form / Interview
Able to negotiate, persuade and use diplomacy to successfully influence and engage a diverse a range of stakeholders	Essential	Application Form / Interview
Ability to produce high quality written reports and proposals, tailored to the audience, including funding bids and reports to Elected Members	Essential	Application Form
Financial acumen	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Strategy formulation and implementation	Essential	Application Form / Interview
Significant awareness of national legislation, drivers and policy directions relating to community safety	Essential	Application Form / Interview

Knowledge of the financial, legal and social environments in which a local authority operates, specifically in relation to community safety	Essential	Application Form / Interview
Project and programme management	Desirable	Application Form / Interview
Equalities principles and their delivery	Essential	Application Form

Experience	Essential / Desirable	Assessment
Demonstrable experience of managing community safety initiatives or similar functions.	Essential	Application Form / Interview
Experience of driving continual improvement in services	Essential	Application Form / Interview
Practical experience of building effective relationships with statutory and non-statutory partners to develop shared goals and joint working	Essential	Application Form / Interview
Track record of effective people management	Essential	Application Form / Interview
Experience of successfully delivering change	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
A degree or significant experience in Community Safety with a related professional qualification	Essential	Application Form / Interview

Additional information / other requirements of the post
• The postholder is required to undertake a enhanced with barred list criminal record check. • The postholder is eligible for casual car user allowance. • The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. • The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

Date produced / last amended
October 2025