# Job Description

**Community Safety Officer**

**Role Profile** Specialist **-** BCP Band **H**

**Service/Team** Community Safety

**Reports to** Community Safety Team Leader

**Responsible for** Approx. 0 direct reports

**Number of posts** **1**

**Post number** TBC

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** supporting the Council and the Community Safety Partnership in making Bournemouth, Christchurch and Poole an even better place by creating safer and healthier environments where businesses and communities thrive and where residents and visitors feel safe and welcomed.

**Job Overview**

* Deputise for the Community Safety Team Leader and provide professional support and assist in delivery of the function.
* Support the Community Safety Partnership tactical sub-groups to implement prevention, intervention, safeguarding, and enforcement work in line with strategies and plans developed by the Community Safety Partnership strategic sub-groups.
* Support the design and implementation of intervention policies and activities to prevent crime and disorder, to safeguard vulnerable individuals, and to reduce the fear of crime.
* Work with other Council services and outside agencies in building crime and disorder reduction into their mainstream activities, ensuring compliance with Section 17 of the Crime and Disorder Act.
* Actively influence the strategic and operational direction of key community safety vulnerability areas by supporting the development, implementation and monitoring of relevant strategies, polices, procedures and operating protocols. This involves taking account of good practice, efficiencies, and meeting the needs of residents, victims and survivors or crime and disorder.
* Support the development, commissioning, and management of high-quality services, ensuring they are fit for purpose, affordable and likely to be effective in meeting identified needs and priorities.
* In collaboration with the Community Safety Team Leader, actively identify changes in policies or activities in both the Council and outside agencies which contribute to the reduction of crime and antisocial behaviour and ensure these are fed through to tactical and operational planning and delivery.
* Work with relevant Council services, communities, and voluntary sector agencies to support and develop community engagement on behalf of the Community Safety Partnership.
* Develop and implement audits, consultations, and quality assurance systems to ensure that the quality of practice and services can be continually improved and monitored against national and local requirements and effective practice.
* Develop Action Plans (using SARA and SMART approaches) to structure and underpin the activity of the tactical groups, with clear lines of responsibility identified to ensure that progress can be regularly and fully monitored.
* Attend various Community Safety meetings and relevant groups representing the Community Safety Partnership, the Council, and the Community Safety Team.
* Lead on the effective communication of the work of the Community Safety Partnership, including aspects of communications at events.
* Support the work of the Community Safety Team and the wider Communities Directorate.

## Key Responsibilities

* Support the Bournemouth, Christchurch and Poole Community Safety Partnership and the Council’s Community Safety Team in the implementation of actions to reduce crime and disorder in BCP by working closely to support the individuals, partner agencies, and groups that make up the Community Safety Partnership.
* Work closely with the Partnership’s tactical and operational groups, providing complex and specialist advice on community safety issues such as violence, domestic and sexual abuse, anti-social behaviour, substance misuse and offender management. This is to support the identification and development of priorities and strategies to tackle crime and disorder, and to develop tactical options, based on effective practice or other evidence derived through research and assessment.
* Support the development of strategies and plans to continuously improve service delivery across areas of vulnerability, ensuring that quality is achieved and those most vulnerable are adequately considered in strategies and plans.
* Design and develop systems and training packages to facilitate learning and enable the dissemination of audit and quality assurance findings, lessons learnt and ensure opportunities for improvement are acted upon. This includes providing recommendations to the Partnership on how to tackle risks and vulnerabilities in the community and reduce offending and victimisation.
* Contribute to the Council’s statutory responsibilities under the Crime and Disorder Act 1998.

## Specific Qualifications and Experience

* Hold a degree relevant to community safety (or relevant experience)
* At least 3 years’ experience within a community safety role such as policing, crime prevention/reduction, antisocial behaviour, and/or community reassurance.
* Understanding of crime reduction and community safety issues.
* A working knowledge of local, regional, and national policies in relation to community safety.
* Experience in partnership and multi-agency working.
* Ability to influence others, effective negotiation skills and excellent networking skills.
* Experience in managing and developing projects and services to demanding deadlines and milestones.
* Experience in developing and implementing quality assurance and audit frameworks.

## Personal Qualities & Attributes

* Proven ability to work effectively as part of a team to deliver outcomes.
* Appreciation of how equal opportunity and community cohesion objectives can be advanced through community safety and community engagement.
* Ability to gain the trust and respect of senior managers in partner agencies
* Ability to work positively within a team and to contribute actively to corporate and directorate objectives.
* Highly organised and able to manage a varied workload, able to self-manage, and to prioritise effectively in order to produce high quality work within set deadlines.
* Good written and presentation skills, with ability to produce timely, concise, and accessible reports for staff at all levels of seniority.
* A confident presenter with good communication, networking, and inter-personal skills to suit a variety of audiences (colleagues, residents, community forums and other agencies etc.)
* Skilled in the use of standard packages such as Word; Excel; PowerPoint; Outlook; internet research skills.
* Attention to detail and the ability to interpret complex information.
* Ability to negotiate with and influence managers

## Job Requirements

* Standard DBS
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

 This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.