# Job Description

**Community Safety Support Officer**

**Role Profile** Business Support - BCP Band **E**

**Service/Team** Community Safety

**Reports to** Community Safety Manager

**Responsible for** Approx. 0 direct reports

**Number of posts** 1

**Post number** **11227**

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** supporting the Council’s Community Safety Team and the Community Safety Partnership with delivery of strategies and plans through facilitating multi-agency groups and meetings, and through engagement with Council services, regional, national, and local agencies. The role will undertake a range of more complex administrative and support activities.

**Job Overview**

* Support the Community Safety Programme Coordinator with organising the programme schedule of the Community Safety Partnership. This includes arranging meetings, following up on allocated tasks, and supporting programme updates.
* Support effectiveness of the Partnership’s groups by ensuring the appropriate systems of performance and development, communications, equality measures, monitoring and review are in place.
* Provide administrative coordination to ensure the smooth running of office systems and processes, such as arranging meetings, ordering services and supplies, and dealing with external and internal correspondences.
* Support the work of the Community Safety Team and the wider Communities Directorate.
* Maintain accurate, timely and legible records. Data input, update, data extraction, photocopying, scanning, filing, and typing.
* Research relevant local and national community safety issues and contribute to any reports that may be required and maintain a level of knowledge to give advice and guidance to colleagues and partners.
* Produce high quality output to include written, oral, and visual (infographic) interpretation and presentation.
* Establish, promote, and actively demonstrate high professional standards in information management, analysis and use.
* Carry out any other duties commensurate with the grade and purpose of the post, and the objectives of the service and Council.
* Respond to routine correspondence and enquiries.

## Key Responsibilities

* Coordinate multi-agency partnership meetings, including sub-groups and review meetings, compile action points for distribution and assist with the compilation of reports.
* Manage information relating to the Community Safety service and to the Community Safety Partnership, including supporting with gathering information from partners and colleagues.
* Manage correspondence and requests for information, including FOI requests and coordinate responses to requests from partners, including external agencies.
* Maintain events calendar for the Community Safety Partnership, ensuring annual events of significance are flagged well in advance to allow for multi-agency planning and resource allocation.
* Support the Community Safety Team with developing presentations and delivering training, and to prepare guidance, protocols, and other documentation relevant to the work of the Community Safety Partnership.

## Specific Qualifications and Experience

* 2 A levels, NVQ 2/3 in Business Administration (or equivalent experience).
* General understanding of crime reduction and community safety issues.
* Understanding of public policy issues across community safety partner agencies.
* Previous experience of maintaining and developing relationships with internal and external contacts.
* Have experience of and be able to communicate with a range of people at all levels in a professional manner.
* Have experience of administrative duties, including in relation to programme-management and supporting partnerships.

## Personal Qualities & Attributes

* 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.
* Ability to manage conflicting priorities and deadlines.
* Ability to work on own initiative and as part of a team.
* Good written and presentation skills, with ability to produce timely, concise, and accessible reports for staff at all levels of seniority.
* Excellent organisational skills with high levels of accuracy and attention to detail. Good keyboard skills with a comprehensive knowledge of Microsoft Office Suite.
* Attention to detail and the ability to interpret complex information.

## Job Requirements

* Standard DBS required
* 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.