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| **Post title:** | Community Safety Officer |
| **Grade:** | JK |
| **Responsible to:** | Senior Community Safety Officer/ Community Safety and CCTV Manager |
| **Staff managed:** | None |
| **Directorate:** | Local Engagement (Central Services) |
| **Service:** | Community Safety and CCTV |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | January 2024 |

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| Job context |
| Local Government Reorganisation brought together eight councils of North Yorkshire into a single unitary authority council on the 1st April 2023. This provides the platform for improving efficiency and effectiveness, maximising opportunities of scale across a large council whilst improving outcomes for residents and businesses. It places communities at the heart of the council with the aim of being the most local, large council in England. Whilst ensuring we are in a strong position to manage the challenges ahead including rising costs and increased demand for services.  The Community Safety and CCTV service supports the priorities and strategies of North Yorkshire Community Safety Partnership (NYCSP) and related statutory functions and duties, with the core aim of protecting the public and reducing crime and disorder.  There are currently 7 community safety hubs across North Yorkshire. Local community safety hubs work together to   * Protect their local communities from crime and disorder, and help people feel safer * Deal with local issues such as anti-social behaviour, drug, or alcohol misuse, reoffending and crime prevention; and * Assess local crime and disorder priorities and consult partners and local communities about how to deal with them.   The Community Safety Officer will work within a community safety hub, supporting the work of the council, including statutory functions and the priorities of North Yorkshire Community Safety Partnership (NYCSP).  Partnership working, community engagement and empowerment are key to tackling crime and disorder and feature significantly within the strategy of North Yorkshire Community Safety Partnership.  The role will work with a number of key partners in the local area to identify and support community safety issues as and when they arise.  Working within the parameters of statutory duties including Prevent, serious violence duty, amongst others.  The role will include attending and chairing meetings, delivering briefings and training, developing, and implementing actions plans.  The post is classified as suitable for ‘hybrid working’ with an office base at one of the local council offices or County Hall, Northallerton. The postholder may be required to travel across North Yorkshire and occasionally beyond. |

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| Operational management: | * Be involved in creating and discharging the local community safety plan. This includes leading delegated aspects of the development of the local plan and ensuring the engagement, contribution, and commitment of local partners to achieve local, safe communities. * Be involved in and lead on delegated aspects of creating and discharging the local Prevent plan and workforce development using the priorities identified in the Counter Terrorism Local Profile (CTLP) and the multi-agency action plan. * Ensure the organisation remains up to date on community safety legislation, policy and practice and effectively uses community safety powers, delivering training where relevant. * Community safety statutory duties continually change and need to reflect local need and demand. This role will ensure that local plans follow strategic direction. * Interpret daily intelligence from the Police and partners to support triage and establish both case level responses and monitor trends to ensure community safety responses are targeted. * Manage contentious community safety issues that arise due to crime and anti-social behaviour, including Anti-Social Behaviour Case Review processes and Public Space Protection Orders. * Promote diversity and inclusion throughout the council and through partnerships and relationships with other stakeholders. |
| Resource management: | * Manage and support funding applications and associated returns, including Service Level Agreements. * Be responsible for specific related equipment and its safe storage (i.e. signage, graffiti removal kits). * Maintain and innovative and responsive approach to the management of resources having regard to the need for economic efficiency and effectiveness. |
| Partnerships: | * Day to day liaison and negotiation with multi-agency partners, Elected Members, private sector, voluntary sector, community groups and local residents. * Represent the service on any relevant external partnerships as required. |
| Strategic management: | * Deputise for managers at strategic boards where required. * To work unsupervised and take responsibility for their own workload. * Take direction from senior and strategic managers and undertake appropriate action in relation to complex or highly political sensitive issues. * Maintain effective working relationship within the council and external stakeholders. * Contribute to the planning, development, monitoring and review of specified multi-agency, directorate, service and hub strategies and policies. |
| Communications: | * Identify opportunities for positive news stories and support both corporate and partnership communications campaigns and activities. * Represent the council in local community forums (such as equality networks, youth inclusion), support partners’ projects and initiatives as well as lead where appropriate. * Liaise with multiple service areas in the council and with partners to ensure that there is an appropriate response to community safety, Prevent and safeguarding issues that arise. * Support effective communication and publicity to communities, Elected Members, and partners. This includes effective use of social media, updating and development of websites, the creation of newsletters, press releases, presentations. * Lead, where appropriate, with multiple services in the council and with partners to ensure that there is an appropriate response to community safety, Prevent and safeguarding issues that arise. * Deal professionally with all enquiries via email, telephone or in person. |
| Systems and information: | * Use Orcuma and/or similar case management systems to analyse key case issues and need for coordinating community safety responses. * Use systems, tools and processes that support the service ensuring compliance with standards and procedures are followed. * Produce written reports as required including evaluations and impact statements for distribution service wide and to partners. * Ensure government guidance and legislation are interpreted appropriately and adhered to in a manner consistent with good practice. |
| Safeguarding: | To be committed to safeguarding and promote the welfare of children, young people, and adults at risk, raising concerns as appropriate.  To ensure that any activity supported by service initiatives and approaches are also committed to safeguarding and promote the welfare of children, young people, and adults at risk, raising concerns as appropriate. |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Demonstrable experience of working in the community safety, Prevent or safeguarding arena. * Proven technical ability in the professional discipline. * Experience of thinking and acting strategically and advising on policy information. * Experience of leading and motivating team members to achieve goals and service improvements. | * Experience of working within multi-agency teams * Experience of effective planning and organising resources |
| Occupational Skills   * Delegate effectively, allowing others the necessary autonomy to deliver. * Guides others effectively and diplomatically through complex and sensitive situations. * Adopts leadership styles appropriate for the situation and the individual. * Varies language and content to ensure understanding of audience. * Deals with varied situations with limited guidance. * Uses trends and patterns in information for evidence-based decisions. * Confident in making decisions within policy guidelines. * Assembles available knowledge to ensure evidence-based decisions. |  |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Relevant qualification as required or a demonstrable level of experience working at this level. | * Evidence of relevant continuing professional development |
| Other Requirements   * Committed to the NYC corporate vision, values, and objectives. * Ability to travel around the whole of the county and occasionally beyond. * Commitment to further professional updating and development. * Appropriate level of police vetting will apply to this role |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.