

Job Description



Job Title: Design Out Crime Co-ordinator (DOCO)	Service Area: Resident Services	
Directorate: Inclusive Economy & Housing	Post Number: Fusion	Evaluation Number: 5844
Grade: PO2	Date last updated:	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The post of Design Out Crime Officer has been created to ensure the local authority has a nominated and dedicated person to advise and report on all issues related to designing out crime across the Housing stock as part of an ongoing commitment to enhance safety for residents and visitors to the borough.

Job Summary

To conduct Environmental Visual Audits (EVA's) across the housing stock within the borough and to provide written advice and submit recommendations to support the design out crime strategy in order to minimise crime, disorder and anti-social behaviour.

To provide specialist advice and guidance regarding the built environment at every stage of architectural design from pre-planning to the full development control process; to minimise crime, disorder and anti-social behaviour.

The post holder will support work across all LBN Housing Services and will report to the Head of Resident Services (Housing), will have no line management or direct budgetary responsibilities.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

- Liaise with architects, designers and developers; promoting an awareness of the designing out crime service utilising approved crime prevention initiatives, including Secure by Design; to build awareness of the principles of crime prevention through design; and to build adoption of recommended standards and specifications
- Provide specialist advice on the security, design and refurbishment of developments to influence their design standards and specifications in order to minimise crime, disorder and anti-social behaviour
- Engage with Local Authority planning departments to influence their prioritisation of reducing crime and the fear of crime as a key development principle, and to foster the incorporation of relevant policies in their local plan and other key documents relating to the Built environment (e.g. Supplementary Planning Guidance, CIL guidance, Housing Strategy etc.)
- Act as a focal point for the Local Authority utilisation of Section 106 and Community Infrastructure Levy funds to meet local needs in relation to minimising crime, disorder and anti-social behaviour.
- Review planning applications, to identify areas of risk to the public and to the Local authority and escalate these appropriately.
- Participate in problem solving forums both within the local authority also with neighbouring authorities and stakeholders to share best practice, benchmarking and issues relating to designing out crime.
- Represent the local authority in consultations with external organisations on new situational crime prevention initiatives, planning policies and legislation, and planning applications; to ensure that local authority and community needs are represented appropriately.

- To complete local Environmental Audit reports including recommendations designed to reduce crime and anti-social behaviour
- Maintain comprehensive, accurate records of activities and outcomes and provide management reports as required, to support management decision making; and to enable after the event analysis of lessons learned.

Other Duties

The role holder will also provide advice in relation to ASB and Community Safety cases where individual or community safety is a key issue. This would include contributing to the support of vulnerable residents and particularly in cases of Domestic Abuse

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
<p>KNOWLEDGE & QUALIFICATIONS:</p> <p>A demonstrable understanding of Crime Prevention and Design Out Crime initiatives</p> <p>Have successfully completed recognised Designing Out Crime &/or Crime Prevention training.</p> <p>Knowledge of high crime & anti-social behaviour risk areas and the nature of those environments.</p>	<p>Application Form/Interview</p> <p>Application Form/ Interview</p> <p>Application Form/Interview</p>

<p>Knowledge and understanding of planning processes (local planning and development control) and the key drivers for different stakeholders in these.</p> <p>Knowledge and understanding of best practices in design in relation to preventing crime, disorder and antisocial behaviour.</p> <p>Awareness of health and safety issues.</p> <p>An awareness of how to operate in a commercial environment</p> <p>An understanding of issues relating to equality and diversity.</p>	<p>Application Form/ Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>5 GCSE's (or equivalent)</p> <p>Design Out Crime/Crime Prevention accreditation (eg Secure By Design Certificate or Diploma in Crime Prevention – Design Out Crime)</p>	<p>Application Form</p> <p>Application Form</p>
<p>SKILLS AND ABILITIES:</p> <p>EXPERIENCE:</p> <p>Significant experience of working in a Design Out Crime &/or Crime Prevention environment.</p> <p>Experience of working within a local authority or other public sector organisation</p> <p>Able to interpret plans and specifications</p> <p>Able to set out logical arguments clearly, adapting language, form and message to meet the needs of different people / audiences.</p> <p>Able to identify key stakeholders, understand their roles and to take appropriate steps to understand their needs and concerns.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

<p>Able to identify cause and effect, and develop a course of action designed to target root causes and mitigate risks.</p> <p>Able to appropriately prioritise and plan own work.</p> <p>Able to produce concise reports or other documents.</p> <p>Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements</p> <p>Able to use resources efficiently in own role and to comply with financial rules and procedures.</p> <p>Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.</p> <p>Good team working skills demonstrating awareness of individual differences and providing support as required.</p> <p>Able to review own performance objectively and to develop and follow an appropriate improvement plan.</p> <p>Keep up to date with all new standards and developments relating to crime prevention through environmental design, security products, problem solving and relevant regulations.</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to deal promptly with problems and find appropriate solutions.</p> <p>Ability to participate as a team member effectively and co-operatively.</p> <p>Ability to meet tight deadlines and to meet personal targets in an environment of constant change.</p> <p>Regularly reviews, and takes responsibility, for the quality of their service and acts upon feedback to improve both quality and delivery</p> <p>Is proactive in generating ideas and solutions across the service</p> <p>Delivers what they promise and continuously strives to improve performance</p> <p>Aware of their own responsibilities and accountabilities and takes responsibility for their own actions</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

OTHER SPECIAL REQUIREMENTS:	Satisfactory clearance at conditional offer stage