

# Job Description



<b>Job Title:</b> Community Safety Project Officer	<b>Service Area:</b> Corporate & Community Resilience	
<b>Directorate:</b> Environment & Sustainable Transport	<b>Post Number:</b>	<b>Evaluation Number:</b> 6399
<b>Grade:PO3</b>	<b>Date last updated:</b> May 2022	

## Overall Purpose of Job

1. Support the Community Safety Manager to deliver the Newham Community Safety Partnership priorities to reduce crime and fear of crime, to respond to ASB, tackle hate crime, violence against women and girls and modern slavery, as well as other emerging priorities.
2. To lead on projects, programmes and problem solving processes to effectively improve community safety and reduce crime, working closely with partner agencies responsible for direct service delivery and drawing on best practice and local and national policy.
3. The post holder will play a key role in supporting the development and implementation of specific projects, tasks and community safety initiatives, both for the Council and for the Community Safety Partnership (CSP), as directed by the Community Safety Manager.
4. Work in partnership with partner services and agencies to lead, develop and implement problem solving projects to effectively reduce crime, disorder and anti-social behaviour in Newham
5. Take responsibility for leading cross cutting initiatives, which support the delivery of the Newham Community Safety Partnership's strategy and action plans.
6. To be a key contact for the residents and partners on community safety initiatives and concerns. The post holder will undertake regular resident engagement, incorporating community feedback and input into project and policy development and delivery as well as creating mechanisms to provide regular feedback and updates to residents on progress of work programmes.

## Job Context

The post holder reports to the Community Safety Manager.

1. The Community Safety Team works with the Community Safety Partnership, a statutory partnership of key agencies to deliver effective measures to reduce crime and fear of crime and promote community safety.

2. This post holder will provide key project delivery to the community safety service with a focus on delivering programmes and initiatives to reduce crime across a range of agendas working in partnership with statutory services, voluntary sector and the community.
3. The Community Safety Service works to an intelligence led model and the post holder will work with the Community Safety Analysts to review trends and emerging crime concerns and hotspots to identify gaps and need, develop evidence based project plans and deliver effective work programmes.
4. The post holder will be required to undertake a significant level of community engagement activity where attendance at community meetings and events will be necessary on a regular basis to represent the Council and the Community Safety Service, these may be outside of usual working hours.
5. To promote a philosophy of putting our residents at the heart of everything we do and to put in place arrangements that involve residents, businesses and service users in the development of services.
6. To work a flexible 36-hour week, including evenings, weekends and Bank Holidays where necessary.

### **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:

- 1. Develop and deliver a programme of community safety project work;**
  - 1.1 Coordinate and deliver programmes of work to respond to the matters relating to Crime & Disorder, specifically; Acquisitive Crime, Antisocial Behaviour (ASB), Hate Crime, Street Population, Domestic Abuse and Violence against Women and Girls, Modern Slavery and Youth Violence.
  - 1.2 Develop and implement projects, campaigns and initiatives to tackle crime concerns, working with partners and engaging the community, with a focus on delivering successful outcomes and promoting community safety across Newham.
  - 1.3 To act as lead Community Safety Officer for specific thematic agendas including Hate Crime, Modern Slavery or Women's Safety in Newham and oversee the delivery of the borough's related strategy and action plans.
  - 1.4 To lead and coordinate on action plans for Community Safety Partnership sub group(s) as required, producing papers, setting agendas, taking minutes and monitoring and reporting on progress.
  - 1.5 To be aware of, and keep up to date with, statutory requirements in respect of crime prevention and community safety, including emerging policy from the Home Office, MOPAC and Ministry of Justice.
  - 1.6 To research best practice and to identify innovative and creative opportunities provided by new and emerging legislation, policy and/or funding streams.

## **2. Lead and Coordinate Problem Solving Plans and projects;**

- 2.1 Co-ordinate multi-agency partnerships to deliver local community safety plans and projects;
  - Co-ordinate local enforcement and prevention activity to reduce street-based ASB;
  - Deliver ASB and crime reduction interventions.
  - Develop localised community safety and problem-solving plans to support communities.
  - Engage with communities and customers, using feedback to improve service delivery.
  - Ensure the delivery of services together with a range of partners and external agencies.
- 2.2 Responsibility for building strong relationships with statutory and voluntary sector organisations, communities and individuals to collectively address persistent and problematic crime and anti-social behaviour.
- 2.3 Develop local community safety action plans to address 'hotspot' locations, deliver crime prevention and meet the objectives of the Newham Community Safety Partnership.
- 2.4 Develop and co-ordinate funding bids with partners for area-based project work and interventions.
- 2.5 Develop and manage a programme of area-based community engagement.
- 2.6 Utilise intelligence and evidence to monitor and research current best practice for community safety projects and interventions.
- 2.7 Utilise key legislation, including the Antisocial Behaviour, Police and Crime Act 2014, to effectively and innovatively respond to crime and antisocial behaviour.

## **4 Partnership**

- 4.1 Co-ordinate partnership working between a range of internal and external partners including the community and voluntary sector to deliver community safety projects, interventions, and enforcement activity.
- 4.2 Work with Police Safer Neighbourhood Teams (SNTs) and the Council's Engagement and Partnership Team (EPT) to ensure local residents' priorities are met.
- 4.3 Support and work alongside other relevant Council officers.

## **5 Communication**

- 5.1 Prepare and deliver regular written and verbal briefings for partners and team members on community safety project delivery and neighbourhood activity.
- 5.2 Write papers and reports for partnership meetings as required, attend meetings to present reports or provide verbal updates.
- 5.3 Prepare responses to Members enquiries and complaints as requested.

- 5.4 Write reports on progress of community safety programmes of work for Community Safety Partnership meetings and sub groups.
- 5.5 Attendance at relevant meetings and panels, including Community Risk Management Meetings, Tactical Enforcement Group, community safety partnership meetings and residents engagement forums.
- 5.6 Ensure an effective programme of community engagement with regular attendance at neighbourhood assemblies, ward panels and other community based meetings and forums. Represent the Community Safety Service and provide feedback on work programmes and outcomes to promote community safety and reduce fear of crime.
- 5.7 Establish community links to ensure effective consultation with the public on partnership activity and performance and relay any arising community concerns with the relevant organisation.
- 5.8 Contribute to the timely exchange of information (according to the Data Protection Act 2018 and Crime and Disorder Act 1998), to facilitate effective joint working with partner services.
- 6 Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguard the health and wellbeing of children and vulnerable adults.
- 7 Undertake any other responsibilities and duties as required commensurate with the general grade of this role.

**KEY PERFORMANCE INDICATORS** to include:

- more residents satisfied with the borough as a place to live;
- fewer complaints about Crime, ASB and nuisance;
- more people feeling safe in the borough; and
- Service user satisfaction increasing

**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.

# Person 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.

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of local government service provision and experience of multi-agency and partnership working and liaison.</li> <li>• Educated to at least A' level standard, with experience of working in the community safety or related regulatory field.</li> <li>• Extensive working knowledge of crime and anti-social behaviour issues that impact upon communities and powers available to address these issues.</li> <li>• Knowledge and understanding of policy, practice and legislation relating to crime, antisocial behaviour and crime prevention.</li> <li>• An understanding of the importance of community engagement in improving the safety and security of, and improving the levels of confidence in, localities, and through what means this can be achieved.</li> <li>• Knowledge and understanding of the operation and application of a range of IT systems, including word processing, spreadsheets, databases, etc.</li> </ul>	<p>Application Form/Interview/Test</p>

<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Significant experience developing and maintaining effective partnerships, working in collaboration with statutory and non-statutory partners to achieve shared objectives.</li> <li>• Experience working directly with victims, witnesses and/or the community and the demonstrated ability to devise, coordinate and implement multi-agency and victim-led action plans to enhance safety and reduce re-victimisation.</li> <li>• Experience of dealing with the public in a multiracial and diverse urban environment.</li> <li>• Experience of working effectively with a range of services or agencies to address crime and anti-social behaviour.</li> </ul>	<p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Ability to draft clearly written accurate and concise reports, procedures and other written presentations.</li> <li>• Excellent written and verbal communication skills, with the ability to make and deliver presentations and to tailor all forms of communication to a wide range of audiences, including senior management and councillors.</li> <li>• Experience undertaking research into good practice and utilising data and evidence to develop policies and strategies as well as best practice, evidence-based initiatives.</li> <li>• Ability to prioritise own workloads and work independently, organise and expedite work using own initiative and meet tight deadlines.</li> <li>• A high level of literacy skill.</li> <li>• An appreciation of problems of working within a diverse inner city environment.</li> <li>• Ability to communicate effectively to a wide range of individuals and agencies and foster good relationships with a range of Council services, partners and stakeholders.</li> <li>• Ability to work flexibly as part of a team</li> </ul>	<p>Application Form/Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Ability to establish good relationships with colleagues and stakeholders.</li> <li>• Ability to organise own workload and meet targets</li> <li>• Ability to maintain confidentiality with regard to secure data and communications.</li> </ul>	<p>Application Form/Interview</p>

<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Willingness to work flexibly and respond to needs of the service, including working evenings and weekends as well as attending residents meetings and resident engagement events across the borough.</li> <li>• This post is subject to a standard DBS check.</li> <li>• The Local Government &amp; Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</li> <li>• This post is exempt from The Rehabilitation of Offenders Act (1974).</li> <li>• To understand and comply with the requirements of the Health and Safety at Work Act 1974.</li> <li>• Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.</li> </ul>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage, as applicable</p>
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