**Job Description**

DIRECTORATE: Chief Executive’s Directorate

**DEPARTMENT:** Partnership Services

**POST:** Community Safety Partnership Officer

**GRADE OF POST:** Grade 8

**RESPONSIBLE TO:** Senior Partnership & CSP Officer

**JOB PURPOSE:**

To work as part of the Community Safety Team to deliver the Borough

Council’s priorities and to support the work of the Bridgend’s Community Safety Partnership (CSP) in tackling antisocial behaviour and supporting victims of crime, especially the most vulnerable, focussing on ‘crime reduction’ or ‘community confidence’.

To assist in any CSP response to Borough issues of crime, disorder, antisocial behaviour, substance misuse, or any of the identified priorities for the CSP where performance is monitored, measured and evaluated to inform future plans.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* Working with Partnership Co-ordinator and partner agencies on behalf of the authority to problem solve community safety issues, including antisocial behaviour, hate crime, substance misuse, vulnerable people and any other identified CSP priority.
* To work within multi-agency problem solving groups to ensure effective, timely and appropriate action to “Anti-Social Behaviour” (ASB) Hotspots, emerging trends and responding to community needs.
* Facilitating the anti-social behaviour case management process on behalf of the Council; including conducting joint visits with perpetrators, issuing Acceptable Behaviour Contracts (ABCs), applying for orders from the Courts and updating ASBIT.
* To work in partnership with the police and other agencies to investigate and manage crime and antisocial behaviour reports, including ensuring victims are updated on progress and conclusions.
* To utilise the incremental approach of antisocial behaviour powers including warning letters, community protection notices, fixed penalty notices, and associated orders to effect improved behaviours within the community.
* To be the BCBC lead officer for Community Trigger applications, and to log cases, liaise with partners, and respond as appropriate, ensuring compliance with the Anti-Social Behaviour, Crime and Policing Act 2014.
* Co-ordination and delivery of a Mediation Service for BCBC; including appropriately publicising the service, creating and maintaining case files, face to face meetings with victims and perpetrators, facilitating meetings between disputing parties, and assisting them with a written agreement.
* Co-ordination of CCTV service tackling anti-social behaviour; including deciding on appropriate use of cameras at significant locations, ensure compliance with the Data Protection Act 1998, liaise with partner agencies.
* To observe confidentiality, data protection and other relevant legislation (e.g. RIPA) and to have experience and knowledge about information sharing protocols and WASPI compliance.
* As a statutory duty participate in “Engagement” events actively promoting the work of the CSP with the local community on crime and disorder issues supporting the annual Strategic Assessment.
* Monitor funding and budgets for CSP Grants including invoicing, ordering and use of the procurement card.
* Respond to queries, member referrals, FOIs, complaints and requests received from customers and stakeholders within agreed timescales,

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## criminal records check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

# Person Specification

**Community Safety Partnership Officer**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * Educated to degree standard in a relevant discipline or an ability to demonstrate competence through relevant experience. | √ | Production of original Qualification Certificates and application form. |
|  |  |
| **Knowledge & Experience** | * Experience of community safety issues and relevant Legislation. * Awareness of Statutory Functions of Community Safety * Experience of partnership working with internal and external partners, stakeholders, community level partnerships * Awareness of community safety issues and its impact on local communities and businesses. * Experience of working with Police Officers in relation to responding to anti-social behaviour and day to day operational policing. * Experience of working closely with senior police managers; to achieve successful outcomes for service users. | √  **√**  √ | Interview, application form and selection process. |

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| **Skills & Personal**  **Qualities** | * Ability to manage and prioritise own workload, and ability to work effectively as part of a team. * Excellent verbal communication and presentation skills. * Ability to translate complex legislation and case law into simple written language. * IT and keyboard skills - ability to use computer systems to input and extract data, produce letters, reports publications etc. * Well developed and wide ranging negotiating and problem solving skills. * Good analytical skills and ability to produce, present and interpret statistical information. * Ability to operate successfully in a multidisciplinary and multifunctional environment. * Keen interest in delivering and operating new and innovative approaches to Anti-Social Behaviour. * Ability to form constructive working relationships with senior managers, team leaders within the local authority and wider partners. * Ability to manage sensitive and complex issues. * Ability to work flexibly, working evenings and at weekends as necessary in order to meet the demands of the service. * Self-motivated and able to develop new ideas. * Ability to communicate through the medium of Welsh. | √  √ | Interview, application form, and selection process. |