

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Community Safety Officer	<b>Post No</b>	CS814a
<b>Directorate</b>	Economy & Infrastructure		
<b>Division</b>	Communities		
<b>Band and Salary</b>	Band E £37,035 - £42,708 per annum Incremental progression subject to performance.		
<b>Responsible to</b>	Community Safety Strategic Lead		
<b>Location</b>	Council House /The Core		
<b>DBS Check</b>	Not Applicable		
<b>Fluency Duty</b>	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
<b>Police vetting</b>	The post holder will be required to comply with West Midlands Police vetting procedures to ensure access to police premises, information and/or systems		
<b>Special Conditions</b>	There will be an occasional requirement to work out of hours, including some weekends and evening work.  The post holder will be required to travel around the Borough as appropriate to meet the needs of the role.		

### Role Purpose

The role has a focus on community safety and supporting the Safer Solihull Partnership's legal responsibilities for tackling crime and community safety, reducing re-offending, substance misuse, anti-social behaviour, reducing serious violence and exploitation along with the delivery of its priorities. It also has an additional focus on supporting the delivery of the Council's counter-terrorism duties, including Prevent.

The post holder will be responsible for coordinating the development and delivery of community safety related interventions, plans and projects. There will be a high degree of independent working with a range of partners to respond to new and emerging community trends and issues, which will require close collaboration with West Midlands Police.

The role also has an important role to play in supporting the delivery of the Safer Solihull Partnerships key functions concerning data and intelligence, communications and engagement, as well as helping to coordinate activity across delivery groups, plans and strategies.

## Role Responsibilities

### Community safety

- Work with Safer Solihull partners to coordinate the development and delivery of partnership interventions and plans, covering a range of crime, ASB and broader community safety issues.
- Develop partnership policies, procedures and plans to enable the Council and the Safer Solihull Partnership to deliver its statutory duties and community safety priorities.
- Provide operational input and coordination for community safety related service level agreements, contracts and grants to help ensure they are delivering the required outputs and outcomes.
- Provide advice and support to services across the council, public, private, voluntary, community and faith sectors to help prevent and reduce crime and disorder, as well as promote community safety. This is with particular attention to issues concerned with victims, offenders and hotspot locations.
- To provide informed and timely advice, guidance and information to SMBC senior leaders and managers on community safety trends, data and emerging issues and then translate this information into identifiable actions and activity.

### Data, intelligence and policy

- To maintain high levels of community safety expertise and to stay up to date with local, regional and national policy and legislative changes.
- Develop research and evidence concerning the prevention and reduction of crime and disorder, in order to help evaluate local activity, inform future policy, strategy, programmes and service delivery.
- Develop and maintain systems for collecting and analysing data and insights concerning the profile of community safety, and experiences of a wide range of stakeholders
- Support the development and dissemination of the Community Safety Partnerships data products, including monthly, quarterly and annual assessments as well as one-off and focused profiles. This is in order to promote a greater understanding of the current risks and threats concerning community safety.

### Stakeholder engagement, communication and collaboration

- Proactively develop and maintain relationships and partnership working with stakeholders, which can improve community safety outcomes in the borough.
- Attend and lead meetings with partners, which may include resident groups, to inform the development of local community safety priorities and responses.
- To support the development of effective communications, community engagement and campaigns to promote community safety outcomes.
- To support the delivery of the Community Safety Partnership's communication and engagement plans, including the taking direct responsibility for the development and maintenance of web content and good news stories.
- Design and deliver presentations and produce concise briefings and regular reports on matters relating to community safety.
- To ensure the involvement of all relevant stakeholders in service delivery and evaluation, projects and programmes delivered via the Safer Solihull Partnership, including existing and new services or responsibilities.
- Respond or assist with responses on council and Safer Solihull enquiries, complaints and compliments from a wide range of people at all levels that will include the public, elected members, or MP's.

### Managing people, projects and resources

- To work with the Community Safety Lead and the Head of Stronger Communities to maximise the use of available funding for the purposes of promoting community safety.
- To identify funding opportunities, leading on the preparation and submission of bids, which support local community safety priorities.
- To deliver partnership projects, managing all elements including control of staffing, risk management, health and safety, budget and other resources to deliver intended outcomes.

- From time to time there will be a need to supervise temporary placements including graduate intern rotations into the team. This will include direct line management through induction, supervision and performance development reviews
- Working in a matrix environment within the Stronger Communities division, from time to time there will be a need to provide professional direction and oversight of the work of others, particularly where it concerns community safety.

Any other appropriate duties as and when required.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Educated to degree level in related subject matter or relevant community safety qualifications or significant relevant knowledge and skills built up through extended experience of community safety	Specialist qualification in relation to community safety	Application Interview Certificates
	Evidence of continuing professional learning and development.		Application Certificates

<b>Experience &amp; Knowledge</b>	Knowledge of the legislative and policy framework in relation to community safety		Application Interview
	Significant experience or knowledge of community safety related work, services and interventions, within a local authority or related organisation.		Application Assessment
	Proven experience of analysing and interpreting statistical and management information to draw conclusions and make realistic and relevant recommendations.		Interview Assessment
	Working knowledge of methodologies and engagement methods associated with promoting community safety.		Interview Assessment
	Working knowledge of issues relating to, and organisations involved in the delivery of community safety		Application Interview Assessment
	Experience of developing and implementing policy, strategy, projects and/or programmes in a partnership environment.		Application

	Proven successful partnership working demonstrated through the development, leadership and maintenance of effective partnerships with a variety of agencies across the public, voluntary, community and private sectors.		Application
	Experience of supervising staff, either directly or within a matrix management arrangement.		Interview Assessment

<b>Skills &amp; Abilities</b>	Effective interpersonal skills, particularly to assist in bringing about change through influence, negotiation and collaboration.		Application Interview
	Ability to communicate sensitive and complex information verbally and in writing with a wide range of people at all levels, both internally and externally, including effective report writing and presentation skills.		Application Interview Assessment
	Proactive, self-motivated and able to work on own initiative and motivate others.		Interview
	Effective organisational and time management skills including the ability to prioritise own workload, meet targets and tight deadlines, and work well under pressure.		Interview
	Able to apply an analytical and innovative approach to create novel solutions to problems and develop improved work methods.		Interview Assessment
	Can maintain personal effectiveness and resilience by managing or adapting in the face of setbacks or when dealing with challenging situations and behaviours.		Interview
	Effective IT and social media skills and expertise using data bases, social media and Microsoft Office Packages, including Excel, Word, Outlook and Powerpoint (or equivalent).		Interview

	Able to analyse, interpret, evaluate and disseminate published and verbal information such as legislation, strategies, policy, reports, briefings and statistical information.		Application Interview
	Ability to lead, motivate support and develop staff – within direct line management and wider teams.		Interview Assessment

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential	Interview

<b>Other Requirements</b>	A commitment to equality and diversity in employment, training and service delivery		
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<b>Compiled/Reviewed by</b>	Austin Rodriguez – Head of Stronger Communities
<b>Date</b>	March 2025

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.