

## Commissioning Unit

### Commissioning Unit – Job Description

**POST:** Strategic Lead - Communities

**GRADE:** P07

**RESPONSIBLE TO:** Assistant Director for Commissioning

**RESPONSIBLE FOR:** Prevent Education Officer **and** Prevent Dovetail Officer

#### BASIC OBJECTIVES OF THE POST

1. To lead on the implementation of the Government's Prevent Strategy in Haringey.
2. To ensure the authority complies with its statutory and legal duties in relation to Prevent, keeping up to date with relevant changes.
3. To effectively support the multi-agency Channel Panel and ensure the development of multi-agency working to safeguard those at risk of being drawn into extremism.
4. To lead on strategic community engagement with key community groups, including faith groups.

#### MAIN DUTIES & RESPONSIBILITIES

1. Lead on the implementation of the Government's Prevent strategy in Haringey in partnership with senior stakeholders locally, regionally and nationally including the Home Office and MPS Counter-Terrorism Command.
2. Establish and maintain an effective multi-agency Prevent Steering Group with buy-in and participation from senior partners.
3. Act as an advocate for the Prevent programme (and specifically the support offered through Channel) in the borough, maximising existing resources to assist delivery and participating in piloting new approaches as necessary.
4. Maintain and provide an updated analysis of Prevent-related issues locally, developing the rich picture to include robust data and community knowledge.
5. Develop effective relationships with senior council officers and partners including communities, police and the NHS with a view to embedding Prevent within business as usual work, especially in the area of education, Adult and Children's safeguarding.

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6. Finalise and agree with partners an annual plan for Prevent with clear roles, outcomes and timescales with sufficient flexibility to absorb new and unforeseen priorities.
7. Prepare, deliver and evaluate high quality and appropriate approved training to council and partner agencies in frontline and key positions, monitoring the effect on referrals to the Channel Panel.
8. Direct all support staff (data/research/policy and project staff) and external providers to achieve goals and improve service standards.
9. Work towards a sustainable model of prevention and service support ahead of possible withdrawal of external funding.
10. Access funding, commission and monitor projects to achieve strategic outcomes, reporting directly to the Home Office.
11. Act as a constant, informed point of contact for the Home Office (as project sponsors).
12. Agree an engagement approach and implement it with key institutions (e.g. education, health institutions and the secure estate).
13. Identify and manage specific community and stakeholder relationships, alerting the Cabinet Member, Borough Commander and Chief Executive to areas of high risk.
14. Represent the Council on a range of pan-London bodies, developing cross-borough working practices where appropriate.
15. Lead on the empowerment of and effective engagement with key local communities to build community resilience.
16. Develop opportunities to proactively communicate positive Prevent work in local areas, fostering better understanding of the agenda and its impact through local and regional media coverage, as well as online platforms.
17. Securely maintain sensitive and confidential information and be accountable for all records, reporting, grant returns, queries and legitimate requests for information.
18. Provide swift and expert briefings, Freedom of Information and Member Inquiries; handle all information and knowledge with the utmost sensitivity and confidentiality.
19. To maintain regular dialogue with relevant Strategic Leads reporting to the Community Safety Partnership.
20. Deputise for senior managers where relevant and appropriate.

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21. Exercise all duties in line with powers, statutory duties and agreed practices.
22. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
23. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, i.e. Hazardous materials and relevant processes/legislations, etc.
24. Working knowledge and experience of using standard IT systems.
25. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
26. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
27. To ensure an enhanced check with the Disclosures and Barring Service (DBS) is undertaken if required.

### MAIN CONTACTS

1. Cabinet Member for Communities
2. Chief Executive of Haringey Council
3. Service Directors and Asst Directors
4. Home Office and Counter Terrorism contacts
5. Senior police officers
6. London Prevent Co-ordinators Network
7. Community Safety Partnership Members
8. Senior contacts in schools and further education
9. Health and wellbeing services
10. Faith leaders
11. Leaders of key community groups

### RESOURCES

Responsible for delegated external funds awarded for the delivery of the programme. Also responsible for preparing bids and managing funds from external bodies such as the Home Office.

#### Cash / Financial Resources

N/A

#### Plant / Equipment

N/A

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### **Stocks / Materials**

N/A

### **Data Systems**

Responsibility for the secure storage of all sensitive information. Responsible for promotion and proper use of information sharing protocols.

### **Buildings**

N/A

- This position requires the postholder to undergo an advanced security check (SC).

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### Commissioning Team – Person Specification

<b>POST:</b>	<b>Strategic Lead - Communities</b>
<b>GRADE:</b>	<b>PO7</b>
<b>RESPONSIBLE TO:</b>	Assistant Director for Commissioning
<b>RESPONSIBLE FOR:</b>	Prevent Education Officer <b>and</b> Prevent Dovetail Officer

#### The Person

This post requires a highly skilled partnership co-ordinator with excellent community and cultural insight alongside the ability to be detached and analytical as required.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

#### Abilities/Experiences

- Experience of working with challenging communities and individuals
- Experience of working in a community safety or cohesion/integration role at a senior level
- Experience of co-ordinating and working with senior partners in a structured and productive manner
- Experience of identifying and delivering priority actions on time
- Demonstrable skills in line and/or stakeholder management and delegation
- Experience of written and verbal briefings for senior staff at short notice and often about sensitive issues
- Experience of data interpretation and analysis
- Ability to deliver high level presentations and training
- Ability to work alone and as part of a team

#### Qualifications (only if applicable)

- Relevant professional qualification – desirable (degree level knowledge including research techniques – essential)
- Knowledge of international current affairs – desirable
- Knowledge of the world's major religions – desirable

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### Knowledge/Skills

- An understanding of the Government's Counter Terrorism and Security Act 2015, including the Prevent Duty 2015
- A broad understanding of commissioning principles and budget monitoring
- Excellent inter-personal skills
- Ability to influence, negotiate and problem solve with key stakeholders and partners
- Ability to use ICT skills to perform research
- Ability to work in a politically sensitive environment

### Special requirements

- Able to attend evening meetings and events out of normal hours when operational need arises
- Need for higher level security clearance due to nature of sensitive information exchange

The employee's duties require the following activities: -

	Yes		Yes
Office duties	Y	Outdoor work / uneven surfaces	N
Use of a computer	Y	Working at heights / on ladders / roof work	N
Audio typing	N	Confined spaces	N
Potentially confrontational work	Y	Outdoor work or extremes of temperature	N
Crisis or conflict situations	Y	Driving a Minibus as part of duties or as a volunteer	N
Management responsibility	Y	Driving car / van as part of duty	N
Tight deadlines	Y	LGV / PSV driving	N
Walking 1+ miles during working day	N	Operating lift-truck, digger or crane	N
Use of stairs	Y	Work with significant electrical hazards	N
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)	N	Operating potentially hazardous machinery	N

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Regular and repetitive movements	Y	Exposure to potentially hazardous substances	N
Awkward positions e.g. stooping, bending, reaching up	N	Chemicals, e.g. solvents or metal working fluids	N
Sitting / Standing for prolonged periods	Y	Noisy environment (over 80dB[A])	N
Working alone or in isolation	N	Radiation	N
Working shifts / unsocial hours / nights	N	Respiratory e.g. dust, fume, solder	N
Risk of infection e.g. TB, Hep B / Other	N	Vibrating machinery	N
Teaching or responsibility for children	Y	Preparing raw food / serving food	N
Control and restraint	Y	Other	N