

Job Profile

| Position Details | |
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| Post | Community Safety Project Officer |
| Service Area | Environment and Neighbourhoods-Community Safety and Enforcement |
| Reports to | Intelligence Analysis Manager |
| Grade | P02 |
| Job Family | To be completed by HR |

| Role Purpose |
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| <ol style="list-style-type: none"> <i>To contribute to the development and delivery of the work of the Community Safety Partnership</i> <i>To promote and develop joined up working with internal and external partners to achieve corporate aims and objectives</i> <i>To establish and maintain systems for managing sensitive information in relation to three key areas of Community Safety Work</i> <ul style="list-style-type: none"> <i>Gangs and Youth Violence</i> <i>Anti-Social Behaviour</i> <i>Integrated Offender Management</i> |

| Main Responsibilities |
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| <ol style="list-style-type: none"> To lead on the review of Gangs Action Group profiles and ensure that Partnership information is kept up to date and secure To develop Gang Action Group case study examples to map the journey of individuals referred to the Group and contribute to the assessment of the model To contribute to the effective delivery of the Gangs and Youth Violence programme, utilising project and programme management frameworks and tools to ensure that planned outcomes are achieved. Working with Managers to take remedial action and feeding back to relevant partnership boards. To develop case study examples from Gangs, ASB and Partnership Action Groups that contribute to the assessment model and make recommendations for improvement. To lead on the preparation for meetings and review and maintenance of actions for the ASB Partnership Problem Solving Group, and monitoring of completed actions. To actively contribute to overcoming barriers to information sharing across all partners, through an understanding of why resistance occurs and how to resolve this . To undertake administrative duties relevant to the Gang Action Group, ASB Partnership Problem Solving Group, Performance Management Group and Integrated Offender |

Management Group including organising meetings and taking brief minutes and recording key actions.

8. To identify good practice within and outside the borough in relation to gangs, and ASB and present findings to Senior Managers, Elected Members and Partnership Board Meetings as required to contribute to policy change.
9. To utilise and promote intelligence-led problem-solving approaches in all areas of work,
10. To play an active role in developing joined-up working internally within the council and with external partners notably the Police, Probation, Health services and Haringey Strategic Partners.
11. To contribute to the development and delivery of the Community Safety Strategy and related delivery plans.
12. To ensure that work in relation to gangs, and ASB is undertaken in an efficient and cost-effective manner and in line with the conditions of relevant external funding.
13. Prepare and present well-structured and precise briefings and reports on relevant, applications for funding, project developments and assessments, data analysis, performance management and policy changes
14. To work flexibly, including some evenings and occasional weekends, plus working on a co-location basis on occasions.
15. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
16. This position requires the post holder to undergo a CRB (Criminal Records Bureau) check.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

| Knowledge, Qualifications, Skills and Experience | Essential or Desirable |
|--|------------------------|
| | |

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|--|--|
| <p>Abilities/Experiences</p> <ul style="list-style-type: none"> • Experience of partnership and multi-agency working • Experience of carrying out research, preparing reports and project plans • Experience of working in a public sector policy environment • Experience of working in a criminal justice or community safety agency / department • Political awareness and experience of supporting and working with elected members • Experience of maintaining an effective information management system using electronic systems for recording and retrieving information • Experience of managing sensitive information • Ability to manage own workload and delivering to challenging performance targets • Ability to communicate clearly and effectively at all levels and to a variety of audiences verbally and in writing <p>Qualifications (desirable)</p> <ul style="list-style-type: none"> • Education to degree level or a professional qualification recognised by the criminal justice agencies (e.g. Police, Courts or Probation Service etc.) (Desirable) <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Excellent organisational skills • Analytical skills to assess information exchange and contribute to the assessment of the Gang Action Group and ASB Partnership Action Group • Ability to use appropriate IT systems including using for research, data analysis and project management • Knowledge of crime and community safety legislation, issues and work • Knowledge of equalities issues and ability to integrate into daily practice • Knowledge of relevant data protection and health and safety legislation • Knowledge and ability to use Project Management Tools (e.g. Prince2) • High level of interpersonal skills and ability to form effective working relationships with all relevant agencies • Flexible hours will be required, including occasional evenings and weekends | <p>Desirable Desirable Desirable Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> |
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Main Contacts & Other Information

Main Contacts:

1. Intelligence Analysis Manager
2. Head of Community Safety
3. Integrated Offender Management Lead
4. Integrated Gang Unit
5. Integrated Offender Management Unit
6. Local Policing Teams (Borough Intelligence Unit, Gangs Unit, Neighbourhood Policing Teams)

Other Information:

Organisational Structure

Community Safety Organisation Chart



Additional Information

Please complete the additional information as fully as you can.

| Supervision / Management of People | | | | |
|--|---------------|---------------|----------------|---------------|
| Please indicate which group best describes the total number of staff the post holder is responsible for: | | | | |
| None | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| X | | | | |
| Are the staff based at the same work location? | | | | Yes |
| Will the post holder be responsible for contract / agency / project staff? | | | | No |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

| Work Environment | | | | | |
|---|--------|------------------|--|--------|------------------|
| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
| Office duties. | Y | | Use of a computer. | Y | |
| Audio typing. | N | | Crisis or conflict situations. | Y | |
| Walking more than a mile. | N | | Manual handling. | N | |
| Working alone or in isolation. | N | | Working in confined spaces. | N | |
| Driving a car, van or minibus. | N | | Preparing or serving food. | N | |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B. | N | | Working in awkward positions, e.g. stooping, bending, reaching. | N | |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | N | | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | N | |
| Regular and repetitive movements. | N | | Working shifts / unsocial hours, nights. | Y | |
| Outdoor work involving uneven surfaces. | N | | Standing or sitting for prolonged periods. | Y | |

| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
|--|--------|------------------|---|--------|------------------|
| Working shifts / unsocial hours / nights. | Y | | Working at heights / on ladders, roof work. | N | |
| Teaching, or responsibility for, children. | N | | Outdoor work involving extremes of temperature. | N | |
| Electrical hazards. | N | | Control and restraint. | N | |

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

The post holder will be responsible for Council laptop and Mobile Phone

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Not Applicable to this post

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Not Applicable to this post

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Not Applicable to this post

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Not Applicable to this post

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

Not Applicable to this post