



Role Profile

Safer Communities Lead Officer

Reference No.	A4769	Type	Individual
Service	Housing & Safer Communities		
Job Family	Professional 2	Grade	FC8

Purpose

To fulfil a general supervisory role across the Council's Safer Communities Team.

To monitor the delivery and sustainability of specific areas of service as required.

To contribute to the preparation, implementation and review of policy and procedures as a key part of Safer Communities.

To provide a single point of contact for Safer Communities issues within a designated committee area(s) through oversight of all activities within that area.

Be a member of Area Leadership Team(s) with a remit for Safer Communities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Ensuring the effective delivery of operational Community Safety Services through leading and managing a team of Antisocial Behaviour Officers, Safer Communities Officers, Caretaker/Concierge Staff, Dog

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Considerable experience of working in a Community Safety environment.

E	D
✓	

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Wardens, Pest Control Officers, Home Safety Advisers, Youth Justice Officers and Safer Communities Assistants. Functions include but are not restricted to: Antisocial Behaviour Environmental Offending CCTV Caretaking & Concierge Control of Dogs Pest Control Home Safety Domestic Abuse Youth Engagement & Diversion Health & Safety	Knowledge of standards across functional areas Educated to SCQF level 8 which includes HND or SVQ level 4 in Housing or relevant recognised professional qualification Ability to provide a regular and effective service	✓ ✓ ✓	
Contributing to the development of strategies and practices which support the Service's aims and values, all in accordance with appropriate policies and guidance.	Knowledge of medium- and long-term strategies	✓	
Assisting the Safer Communities Manager in developing and realising the full potential of employees through effective objective setting, performance management and skills development, ensuring high standards of service delivery and effective use of resources across all areas of the Service.	Supervisory skills Performance management experience Experience of objective setting and monitoring	✓ ✓	✓
Supporting the Safer Communities Manager to continually review, improve, develop and implement changes to operational processes in line with changing objectives and resources, including the use of mobile technology.	Evidence of effectively managing change Experience of managing conflict and distress IT Skills	✓ ✓ ✓	
Chairing daily tasking meetings, through co-ordinating services both internal and external to the Local Authority to ensure staff resources are deployed proportionately based on evidenced need.	Knowledge of tasking and co-ordinating methodology	✓	
Working across a number of partner services both internal and external to the Council to ensure partnership responses are developed and delivered within a range of community safety functions.	Partnership working skills Comprehensive understanding of local government and partnership working	✓	✓

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Implementing effective means of communication and problem solving, ensuring that all results are analysed and applied to promote and maintain high standards of service delivery.	Project management skills Time management skills Workload awareness	✓ ✓ ✓	
Being the point of contact within committee areas for all safer communities issues	Considerable experience of working in a community safety environment Communication skills	✓ ✓	
Overseeing all safer communities issues arising and ensuring that Local Managers and Elected Members are briefed on priorities and emerging issues within their areas	Knowledge of Council Services	✓	
Acting as a member of the Area Leadership Team representing the Safer Communities Team			
Agreeing priorities with local communities and attending Tenant's and Residents/Enhanced Community Engagement/Community Council meetings as required	Knowledge of Community Planning Partners Experience of working with and leading partnership groups	✓ ✓	
Participating in an out of hours service as Lead Officer to provide support and assistance to team members undertaking a full range of safer communities functions.	Ability to make decisions under pressure Knowledge of surveillance equipment and techniques	✓ ✓	
Providing appropriate advice and supporting the team and Senior Management at both a strategic and operational level	Broad knowledge of community safety functions	✓	
Overseeing the implementation and operation of the CCTV control room	Embrace technology	✓	
Representing the Service as required on both internal and external working groups, external agencies etc	Experience of participating in effective multi agency working		✓
Supporting the Safer Communities Manager in the management of relevant agreed budgets via regular monitoring and reporting.	Experience of budget management	✓	

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Authorising work in appropriate systems.			
Complying at all times with the Council's Financial Regulations and Standing Orders and the Scheme of Delegation.	Knowledge of Council regulations Knowledge and awareness of national initiatives, regulation and legislation	✓	✓
Overseeing community engagement processes to ensure communities are involved in developing and informing policy and practice in relation to community safety issues	Experience of community engagement		✓
Reporting cases to the COPFS Participating in court proceedings as necessary	Experience of current community safety legislation Experience of Council Policy Knowledge of Council regulations	✓	✓ ✓
Managing performance for a designated team of officers and report on and take remedial action where performance does not meet agreed targets.	Experience of carrying out audits and quality assurance		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.