

<b>COMMUNITY SAFETY PROJECT OFFICER</b>			
Reference No.	G090.01	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Para Professional 4	Grade	FC6

  

<b>Purpose</b>
<p>Assist in the provision of high quality, flexible and responsive service relating to Community Safety, promotion of the range of community safety services to communities and to help promote a clean, safe and secure environment for the local community in Fife.</p> <p>Responsible for providing support to the Safer Communities team to research and develop projects, along with partner services, and ensure communities can access services through campaigns and marketing activities.</p> <p>This will involve developing projects, supporting the Area Community Safety Groups, and driving through new initiatives, including identifying and securing funding.</p>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Contributing to the effective delivery of operational Community Safety Services through promoting Community Safety at Events and assisting in evaluating and implementing practical Community Safety Measures.	Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant discipline	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Ensuring compliance with and keep abreast of relevant legislation, regulations and codes of practice such as: <ul style="list-style-type: none"> <li>• Anti Social Behaviour etc, (Scotland) Act 2004</li> <li>• Environmental Protection Act 1990</li> <li>• Data Protection Act 1998</li> <li>• Freedom of Information Act 2000</li> <li>• Human Rights Act 1998</li> <li>• Equalities Act 2010</li> </ul>	Knowledge of relevant legislation, codes of practice, and National trends/good practice  Experience of partnership working	          ✓	✓
Delivering presentations to groups and providing training as required to groups such as Pass plus for new drivers, new taxi drivers, and diversion from prosecution courses. Providing educational inputs to schools, pupils, teachers.	Ability to develop and present educational and awareness raising material to a range of target groups  Presentation skills	✓  ✓	 
Agreeing priorities with local communities and arrange a range of meetings, such as Tenant's and Residents/Enhanced Community Engagement/Community Council meetings, as required.	Communication skills	✓	
Assisting in the development of practices and procedures to deal with legislative requirements.	Positive work ethic and attitude	✓	
Implementing changes to procedures as required by Line Manager.	Ability to embrace, accept and implement change	✓	
Assisting the line manager in preparing and circulating of various publicity materials in relation to projects undertaken, community safety events and topics, or relevant legislation, both current and pending.	Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information– See 'How We Work Matters' Framework)	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Responding to enquiries from members of the public, elected members, external agencies.	Influencing skills	✓	
Leading on arranging, co-ordinating and attending seasonal initiatives, and campaigns, such as Noise Action Week, Child Safety Week, Child Car seat testing, electric blanket testing.	Knowledge of Council Services and Community Planning Partners  Experience of working with and leading partnership groups (Deliver results)	✓  ✓	
Playing an integral part of major multi agency events such as Safe Drive Stay Alive. Organising events, speakers, volunteers, transport, safety of venue, and participants.	Experience of participating in effective multi agency working (Take ownership)  Ability to travel between venues	✓  ✓	
Operating equipment, such as seatbelt convincer, driving simulator. Maintaining equipment, safe storage, and travel to venues. Ordering equipment required for events.			
Sourcing funding for projects, and managing a small project budget, and ensuring invoices are paid.			
Carrying out project work to support development of new initiatives, equipment, – researching topics, problem solve issues which arise, and provide reports to management on the findings.	Team working skills (Work together)	✓	
Monitoring and providing reports to management on Community Safety related topics, such as Third Party Reporting, Hate Crime.			

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Gathering, collating, and reporting performance data to Area Committees, Area Community safety Groups, providing management reports.			
Interrogating Crime File and Court Systems, compiling and submitting Police Disclosure Forms. Interrogating a variety of Council computer systems.	Applicant must comply with full Police Scotland vetting procedures, and provide any requested information to complete the vetting process	✓	
Supporting the work of the Safer Communities Team and the Area Safer Communities Groups (ASCG), ensuring the effective sharing of information within the ASCG.	Knowledge of tasking and co-ordinating methodology  Comprehensive understanding of local government  Experience of chairing multi agency meetings (Focus on customers)  Knowledge of information sharing legislation	✓   ✓  ✓	✓
Supporting problem solving groups to tackle problems/issues and task local partners to undertake necessary work to identify solutions. Arranging and attending problem solving groups where required.	Experience of solving complex problems	✓	
Identifying breaches of information security, lack of attendance by partners and non-compliance with tasking process and escalating these to Team Manager.	Ability to provide a regular and effective service	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Maintaining a knowledge of legislation, national activities and good practice for a range of topics including, Hate Crime, Road Safety, Internet Safety, Water Safety. Attending National Group meetings.	Knowledge of relevant legislation, and national good practice	✓	
Managing generic email inbox, collating, disseminating, and reporting statistics for ASB E-forms, and Hate Crime forms.			
Maintaining Social Media links, and updating with relevant information, (Fifedirect, Facebook, twitter). Preparing and distributing newsletters.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>