

LEAD OFFICER – SAFER COMMUNITIES WARDEN				Purpose			
Reference No.	G044.01	Type	Generic	To fulfil a general supervisory role across the wardens service within the Council's Safer Communities Service. To contribute to the preparation, implementation and review of policy and procedures as part of the Safer Communities Service.			
Service	Communities and Neighbourhoods						
Job Family	Para Professional 5	Grade	FC7				
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
Ensuring the effective delivery of operational Community Safety Services through leading and managing a team of Safer Communities Wardens. Functions include but are not restricted to: <ul style="list-style-type: none"> • Antisocial Behaviour • Environmental Offences 				Considerable experience of working in a community safety environment		✓	
				Knowledge of standards across functional areas		✓	
				Broad understanding and knowledge of effective medium and long term strategies to deliver organisational goals (Deliver results - See 'How We Work Matters' Framework)		✓	

Role Profile

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
Contributing to the development of policy and procedures, ensuring they are implemented effectively and consistently, all in accordance with appropriate policies and guidance.	Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant discipline: e.g. SVQ level 4 in housing, HNC in Environmental Studies	✓	
Contributing to the development and implementation of policy and procedures in relation to individual community safety functions relevant to areas of expertise.			
Contributing to daily, weekly and monthly 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. Task wardens to deliver services in areas of greatest 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	✓	✓
Supporting the Service Manager to continually review, improve, develop and implement changes to operational processes in line with changing objectives and resources, including use of mobile technology.	Conflict handling skills Confident user of IT applications, showing ability to use packages effectively (Embrace technology and information)	✓ ✓	

Role Profile

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
Assisting the Service 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 including making best use of mobile technology across the team.	Supervisory skills (Work together) Performance Management skills Experience of objective setting and monitoring	✓ ✓	✓
Participating in an out of hours service as lead officer to provide support and assistance to team members undertaking full range of safer communities functions.	Ability to make decisions under pressure Knowledge of surveillance equipment and techniques	✓ ✓	
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 (Take ownership) Time management skills Workloading awareness	✓ ✓ ✓	
Providing appropriate advice and supporting Service and Senior Management at an operational level	Broad knowledge of community safety functions	✓	
Representing the Service as required on both internal and external working groups, external agencies, etc.	Experience of participation in effective multi agency working	✓	
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 (Focus on customers)		✓

Role Profile

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
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.			

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 checked="" 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:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results