# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Domestic Abuse and Sexual Violence co-ordinator

Grade: SCP 25-SCP 30 (ENC/BCW Grade 6 )

Reports to: Safer Communities Manager

Responsible for: n/a

Directorate and Service area: Adults, Health Partnerships & Housing; Safer Communities

## Purpose of the job

The Domestic Abuse Act 2021 introduced statutory responsibilities for local authorities to establish Local Partnership Boards, produce a strategy and deliver and monitor against the strategy. The Government has awarded grant monies for 2021/22 and 2022/23 for supported accommodation and to assist local authorities in delivering against the statutory requirements for Domestic Abuse. There will also be other legislation in relation to Sexual Violence, Violence Against Women and Girls and a Victims’ Bill and further requirements are anticipated. This new role will support North Northamptonshire to deliver its statutory duties, support the most vulnerable and strengthen and make our communities safer.

## Principal responsibilities

**(Please make these concise and ideally no more than 8)**

1. Lead for the Council and the Community Safety Partnership in all matters related to Domestic Abuse, Sexual Violence and Violence Against Women and Girls.
2. Develop and support the delivery of North Northamptonshire Domestic Abuse and Sexual Violence Partnership Board’s (DA &SV Board) Domestic Abuse Strategy (DA Strategy) and ensure provision of both statutory and non-statutory services meet the needs of the clients and comply with relevant statutory duties.
3. Support the DA & SV Board in compiling strategies and formulating delivery as a result of any new legislative requirements.
4. Undertake a range of assets and needs analysis, resource mapping and value for money evaluations to support future commissioning. This will include working with all member agencies to provide systemic information and analysis concerning needs, service defiencies and costs, and working with all agencies to improve the type and quality of data held to support improved use of management information, including sharing information between agencies.
5. Co-ordinate and monitor the implementation of the agreed Domestic Abuse Action Plan in consultation with partner agencies and the local DA & SV Board; to update the plan and provide reports on progress and barriers to relevant parties.
6. To develop and manage performance targets to ensure continuous improvement against Community Safety Board and the DA & SV Board priorities.
7. Contribute towards commissioning strategies for procurement and contract management of Domestic Abuse and Sexual Violence Services funded by North Northamptonshire Council.
8. To monitor and report on allocated budgets to ensure cost effectiveness, efficiency, and compliance with external funding requirements.
9. Support the work of the Community Safety Partnership and its sub-groups related to DA & SV; working with a range of partner agencies to promote the community safety agenda in North Northamptonshire, such as the police, probation, fire service, voluntary sector, health and criminal justice organisations.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

There may be a requirement for the post holder to work outside of normal office hours

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree level or equivalent professional experience in the field of domestic abuse, sexual violence, violence against women and girls, community safety, social care, health or safeguarding. |  |
| Experience and Knowledge | Extensive experience in the field of domestic abuse, sexual violence, violence against women and girls, community safety, social care, health or safeguarding |  |
|  | Experience of working in a domestic abuse or safeguarding related area. |  |
|  | Experience of writing and presenting complex reports and delivery plans |  |
|  | In-depth knowledge and understanding of the relevant statutory frameworks, key government initiatives and current developments in relation to domestic abuse and sexual violence. |  |
|  | Knowledge and understanding of key domestic abuse related processes, such as MARAC and Domestic Homicide Reviews |  |
| Ability and Skills | Ability to plan, organise and prioritise work in collaboration with partner organisations to meet targets and competing deadlines |  |
|  | Ability to analyse and interpret complex information, legislation and data and make sound professional judgements. |  |
|  | Skilled at leading multi-agency meetings and delivering across a range of partnerships. |  |
|  | Effective interpersonal, presentation, facilitation skills and ability to influence and persuade others to deliver results. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |