

## **Job Description and Person Specification**

### **Job details**

Job title: Anti-Social Behaviour Engagement & Enforcement Officer

Grade: NNC Band 5

Reports to: Senior Community Safety Officer

Responsible for: N/A

Directorate and Service area: Public Health, Communities & Leisure – Stronger & Safer Communities

### **Purpose of the job**

**You will work as a member of the Safer Communities Team taking a co-ordinated and pro-active approach towards investigating anti-social behaviour (ASB) and to enforce the terms of Public Space Protection Orders (PSPO) across North Northamptonshire. You will work in partnership with the Safer Communities Team and local Policing Teams, as well as internal and external agencies/partners to reduce ASB and PSPO breaches by early intervention and collaborative working. This will include enforcing the terms of the PSPOs with Fixed Penalty Notices and prosecution where applicable. As part of working alongside the Northamptonshire Police Neighbourhood Teams, you will patrol and engage with residents and communities across North Northamptonshire and provide a visible deterrent to ASB.**

### **Principal responsibilities**

1. To reduce anti-social behaviour across North Northamptonshire by issuing fixed penalty notices, implementing appropriate interventions to fully investigate complaints.
2. To liaise with the Police and other agencies and internal services to inform of or investigate offences and take enforcement action under appropriate legislation, including issuing fixed penalty notices, cautions, supporting the gathering of evidence and compiling reports and statements for Criminal Behaviour Orders and Acceptable Behaviour Contracts and other legal action, and enforcing Public Space Protection Orders. To ensure that all such action is taken in accordance with the Council's enforcement policy and procedures.
3. Liaise with the Senior Community Safety Officer in instances where anti-social behaviour could warrant action under the Legislative processes available to the Local Authority to combat anti-social behaviour
4. To present evidence in legal proceedings and appear in Court as a witness, or professional witness, on behalf of the Council should that be warranted.
5. To work as part of the partnership between Northamptonshire Police and North Northamptonshire Council's Community Safety Partnership and ensure a visible presence within the Local Neighbourhood Policing Teams to provide a reassuring presence within North Northamptonshire and to collaborate in days of action and other initiatives aimed at reducing anti-social behaviour.
6. To maintain accurate records in a thorough and organised manner to include confidential material and statistical information.
7. To implement support systems for victims of group disorder and anti-social behaviour and refer victims to support services should that be appropriate.
8. To maintain accurate records in a thorough and organised manner to include confidential material and statistical information.

## **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 council's commitment 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**

### **Working conditions & how we work:**

The role will require regular patrolling in all weathers, appropriate clothing will be supplied, you will be required to work some evenings and an occasional weekend.

This role has been identified as a part-flexible worker type, this means that you will be based at a specific work location but will also have the ability to work from other locations to meet the demands of the role.

### **Additional pre-employment checks specific to this role include:**

Enhanced Disclosure and Barring Service check

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>A Valid current driving licence (with access to a vehicle)</p> <p>The post holder will be required to undergo training in order to become an accredited person for the purposes of the Police Reform Act 2002. An enhanced security/DBR check will be undertaken through the Police for this purpose. A high standard of personal honesty and integrity is required of the post holder in order to maintain the status as an accredited person.</p>	
Experience and Knowledge	<p>Experience of working in a community environment and dealing with businesses and members of the public in difficult situations</p> <p>Knowledge of Anti-Social Behaviour issues and processes.</p> <p>Knowledge of general and personal health and safety issues.</p>	
Ability and Skills	<p>Excellent verbal and non-verbal communication /interpersonal skills to forge relationships with the local community and businesses and encourage motivate and enthuse in order to facilitate positive change.</p> <p>Good written communication skills to present information accurately, clearly and concisely</p> <p>Physically fit to be able to patrol areas</p> <p>Public speaking/presentation skills</p>	<p>Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.</p> <p>Experience of dealing with people in a mediation role. The use of enforcement powers.</p>

Attributes	Essential criteria	Desirable criteria
	<p>The ability to work alone and within a team and to deal with people firmly and fairly</p> <p>Prioritising/organising workload and use own initiative to set priorities, meet targets, monitor, evaluate and to review own workload.</p> <p>To thoroughly pursue an investigation with a view to taking appropriate and commensurate action</p> <p>To be able to deal with difficult situations and resolve conflict</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Pre-employment checks specific to this role include - Enhanced Disclosure and Barring Service check	