

## **Job Description and Person Specification**

### **Job details**

Job title:	Safer Communities (Partnership) Manager
Grade:	NNBAND09 (37hours)
Reports to:	Head of Stronger and Safer Communities
Responsible for:	The delivery of Safer Communities Services
	Line Manager for:
	<ul style="list-style-type: none"> <li>- Safer Communities Officer (Serious Violence Reduction) Domestic Abuse and Sexual Violence Co-ordinator</li> <li>- Safer Communities Partnership Support Officer</li> <li>- Safer Communities Projects Officer</li> </ul>
Directorate and Service area:	Public Health, Communities & Leisure – Communities & Leisure

### **Purpose of the job**

This role is full-time (37 hours) and reports to the Head of Stronger and Safer Communities. The post will be the lead for the partnership arrangements, discharging statutory powers for serious violence and domestic abuse including domestic related homicide reviews (DRHR), and project delivery functions relating to community safety. The Manager will supervise, manage, and develop employees within the team, ensure training and regular supervision takes place, performance monitoring and managing sickness absence.

The Manager will continually develop and improve services in line with new opportunities and legislation, reflecting the Council's priorities and service culture.

### **Principal responsibilities**

1. Provide strong leadership to and management of the Safer Communities Partnerships team: enabling team members to embrace and move forward with changes in a positive, enthusiastic and effective way.
2. Ensure that the team's performance and activity contribute to the achievement of the Community Safety Partnership Plan, Northamptonshire Domestic Abuse Strategy, Northamptonshire Serious Violence Prevention Strategy and other community safety related strategies and plans.
3. To ensure the team's activities fulfil our statutory duties under serious violence reduction, domestic abuse and victims.
4. Be the lead manager for the North Northamptonshire Community Safety Partnership Board and oversee co-ordination of the associated sub-boards, groups and panels.
5. Be the lead officer for commissioning and procuring services for domestic abuse support services, serious violence reduction initiatives and victim services. Oversee contract monitoring.
6. Be the lead officer for managing Government and other external funding grants in relation to community safety. Oversee the performance monitoring and compilation of accurate statistics and reports for returns to the granting bodies.

7. To work with officers internally, and externally to develop and promote joint working and sharing of information supporting the “One Team” approach of the Council.
8. In conjunction with the Head of Service, prepare draft reports on relevant matters for Council committees, Members, Assistant Directors, and other Senior Officers as required.
9. Be responsible for specific allocated service budgets relating to community safety, undertaking monthly forecasting and budget monitoring returns. Identify and escalate budget pressures as required and instigate remedial action where required. Maintain accurate financial records in relation to external grants.
10. Oversee community safety projects ensuring compliance with the Council’s procurement rules and financial procedures, development control requirements and other regulatory processes.
11. General responsibilities applicable to all jobs
12. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
13. 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).
14. 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.
15. 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.
16. 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**

- Full UK Driving Licence and access to own vehicle is essential to carry out the requirements of the job including travel to meetings and site visits.
- Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.
- Post holder must be prepared to undertake training as required.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>A degree or equivalent qualification in a relevant field – such as Community Safety, Community Development or Social Science, OR significant experience in a related field – such as Public or Communities sector or similar.</p> <p>Evidence of ongoing commitment to continuous professional development.</p>	<p>NVQ Level 4 in leadership or equivalent.</p>
Experience and Knowledge	<p>Experience of line management or supervisory responsibilities.</p> <p>In depth knowledge of the statutory powers, duties and guidance frameworks relating to community safety: domestic abuse, serious violence reduction, Prevent and anti-social behaviour.</p> <p>In depth knowledge of public sector partnerships and managing stakeholder relations, promoting a systems leadership model approach.</p> <p>Experience in local government, voluntary or commercial sectors.</p> <p>Experience of working without supervision and under pressure.</p> <p>Experience of working to challenging targets.</p> <p>Knowledge and experience of establishing and managing robust governance.</p> <p>Experience of budget management, financial processes and setting up and maintaining administrative systems.</p> <p>Knowledge and experience of providing coaching, advice and development to support and motivate individuals and teams.</p> <p>Interpersonal and organisational sensitivity.</p> <p>Experience of handling enquiries from a variety of stakeholders, colleagues and members of the public.</p>	<p>Experience of managing conflict through diplomacy and negotiation.</p>
Ability and Skills	<p>Excellent IT literacy skills - Experience of using MS Excel, PowerPoint, Word, and Outlook.</p> <p>Excellent communication skills (verbal and written).</p> <p>Excellent communicating and influencing skills with internal and external customers.</p> <p>Ability to work calmly and effectively under pressure and in challenging circumstances.</p>	<p>Experience of using ERP Gold or similar data and financial management applications.</p>

Attributes	Essential criteria	Desirable criteria
	<p>A professional manner in dealing with colleagues and the public.</p> <p>Drive for high quality results and adaptability.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p> <p>Highly effective planning and organising own workload, and that of direct reports.</p> <p>Numerical skills &amp; ability to analyse spreadsheets &amp; financial accounts.</p> <p>Excellent attention to detail.</p> <p>Fair and objective decision-making ability.</p> <p>Tact and empathy.</p> <p>The ability to work well individually and part of a team.</p> <p>Ability to work with minimal supervision.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Awareness of working in a political environment.</p> <p>Driven by customer excellence.</p> <p>A commitment to equal opportunities and social inclusion.</p> <p>Flexible attitude to working hours and to be prepared to work outside normal office hours on occasion according to the needs of the service.</p> <p>Must be able to travel throughout the county using own transport.</p>	