

JOB DESCRIPTION

Post: Community
Safety Officer-
OPCCN

Grade: Band F

**Job Evaluation
Ref: D1900**

District/Department: Office of the Police & Crime
Commissioner

Location: OCC,
Wymondham/Facility
for occasional
working from home

Reporting to: Policy
Manager-OPCCN

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

The Office of Police and Crime Commissioner for Norfolk (OPCCN) and the Norfolk County Council recognise the opportunity presented to strengthen the support to the Norfolk County Community Safety Partnership (NCCSP) and its partner authorities, by the creation of a single Community Safety Team. This Community Safety Team will be hosted by the OPCCN, supporting and working directly with the Chair of the NCCSP.

The NCCSP comprises of a range of 'Responsible Authorities' as set out in the Crime and Disorder Act 1998, including all local authorities, police, probation, fire, CCG's and a range of other parties that are integral to tackling crime and disorder in the county.

The post holder will work alongside the Policy Manager and the Director of Policy, Commissioning and Media within the Office of the Police and Crime Commissioner for Norfolk (OPCCN).

The post holder will be directly responsible to support the management of the NCCSP on behalf of the partnership, key stakeholders and boards both at a county, locality, regional and national level. They will support the development and implement the following:

- Community Safety Strategy and associated delivery plans; county and locality level
- Measure the impact of NCCSP activity and outcomes utilising and evidence-based methodology
- Provide policy leadership on NCCSP priorities and thematic areas of vulnerability

The post holder will work to develop a framework to measure the impact of the activity of the outcomes of the NCCSP action plans at a local and county level. The post holder will provide policy leadership on the priorities of the NCCSP and respond dynamically to any new or emerging key thematic priorities.

2. Main activities of the role *(This list is not exhaustive)*

- Responsible for the support the management of the Norfolk County Community Safety Partnership by report writing, policy analysis and performance reporting on key priorities
- Supporting the development of community strategy and delivery plans for the county and localities.
- Support local leadership boards to identify, set and make plans to address community safety priorities and report progress on delivery.
- Lead on thematic priorities by co-ordinating sub groups, conducting policy research and analysis, developing delivery plans and monitoring outcomes.
- Maintaining content and publishing information on priority themes on the NCCSP website.
- Managing engagement events with a range of stakeholders including elected members, partners, general public.
- Co-ordinating the development of funding bids.
- Managing projects to reduce crime and disorder and improve community safety in Norfolk.
- Working with/supporting the Community Safety Communications Manager to design, develop and deliver NCCSP campaigns aimed at the general public, partner agencies, local service providers and any identified target audiences.
- Maintaining up to date knowledge on specific community safety policy areas locally and nationally.
- Representing the Norfolk Community Safety Partnership at boards, forums and networking events and building relationships with new strategic and operational key stakeholders.
- The role holder will also be responsible for frequent horizon scanning within the scope of the area of community safety, looking for trends, best practice and forthcoming legislative or national guidance that would affect practice. This horizon scanning will enable development of NCCSP related priorities at the earliest opportunity making recommendations for change.
- Any other duties that are commensurate with the role and grade as may be requested by management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the Norfolk OPCC and within the County of Norfolk as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances. There may be the occasional requirement for the post holder to have to travel nationally to attend conferences and other gatherings to represent the OPCCN and NCCSP.
- c) This post is politically restricted.

In summary, the restrictions imposed on the post holder include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly of Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
 - Announcing or allowing others to announce, one's candidature for one of the aforementioned offices;
 - Holding office in a political party;
 - Canvassing at elections; and
 - Speaking or writing publicly on matters of party-political controversy.
- d) The postholder is required to have a full driving licence and their own transport.

Person Specification

Post Title:	Community Safety Officer	Responsible To:	Policy Manager-OPCCN
Grade:	Band F	Salary Range:	
Location:	Based at the Office of the Police and Crime Commissioner for Norfolk (OPCCN), Building 8, Jubilee House, Falconers Chase, Wymondham with occasional facility to work from home when mutually agreed.		

Specification Headings	Specification for this Job	Essential / Desirable
Experience:	Possession of a relevant degree /professional qualification and/or demonstrable experience within the field of community safety. Supporting the development and delivering of multi-agency strategy and action plans, monitoring the delivery of action plans and outcomes and conducting policy analysis and writing/presenting reports. Knowledge of funding bids.	E
Qualifications:	As above. Degree level qualification and/or demonstrable experience.	E
Skills, Knowledge and Personal Qualities:	Exceptional written and oral communication skills with an ability to adapt style to suit different audiences	E
	Ability to work on own initiative and as part of a team, with the ability to be flexible, respond positively to change, and work effectively under pressure and deal with conflicting priorities	E
	Strong IT skills including a comprehensive knowledge of Microsoft Suite.	E
	Knowledge of National, regional and local government structures, including departments and responsibilities.	E
	Performance monitoring of strategies, delivery plans.	E
	Data analysis skills to a high standard to inform others in making clear and robust decisions. Effective report writing and presentation skills.	E
	Confident with regards to scoping a concern, identifying evidence-based approaches/process and make sound recommendations.	E
	Interpersonal skills and integrity necessary to gain and sustain the confidence of colleagues at all levels at the OPCCN, Norfolk Constabulary, strategic partners and voluntary and community sector organisations.	E
	Ability to drive as required and attend remote locations across Norfolk County.	E

	Actively takes an interest in the research of issues within the area of Social policy	D
	Development of policy/strategy in the public sector to achieve positive outcomes	D
Other Factors (if any):	N/A	