(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Corporate Partnership Officer

(Antisocial Behaviour/Serious Violence)

**Scale**: Grade G NSCP 19 – 23 (30 hours)

**Post No**: CBP204

**Service**: Corporate Business and Partnerships

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**Responsible to**: Corporate Partnership Manager

**Responsible for**: Not applicable

**Key Relationships**: Corporate Business and Partnerships Manager; Community Safety Lead; Environmental Health Officers; Building Control; Council Members and Officers; Borough Partners and Residents

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| **Job Purpose**: To support the co-ordination of activities for anti-social behaviour, serious violence and enforcement  To support the co-ordination of community safety activity within the Borough |

**Main Duties and Responsibilities:**

1. To assist with the implementation of statutory duties in relation to Anti-social Behaviour detailed in the Anti-Social Behaviour, Crime and Policing Act 2014, and the Serious Violence Act (2018)
2. To assist with the formulation and implementation of procedures relating to the Anti-social Behaviour/Serious Violence detailed in the Anti-Social Behaviour, Crime and Policing Act 2014 and the Serious Violence Act (2018)
3. To be the point of contact for referrals and take a lead role on all enforcement activities relating to anti-social behaviour in line with the Anti-social Behaviour, Crime and Policing Act 2014 and the Serious Violence Act (2018)
4. To manage the information sharing protocols in relation to community safety and implement case management systems across the partnership structure including the co-ordination of the vulnerability HUB
5. To take the lead role for the assessment of risk of harm to victims of anti-social behaviour, serious violence and hate crime
6. To implement, manage and co-ordinate early and informal interventions for perpetrators that take into consideration the impact of behaviour upon victims
7. To develop, implement and co-ordinate specific projects and problem profiling that will assist with the reduction of crime, anti-social behaviour and serious violence.
8. To assist in the implementation of projects/initiatives contained in the Community Safety and Wellbeing Strategy as directed.
9. To attend partnership meetings as and when directed and to deputise for the Community Safety Lead where appropriate.
10. To be responsible for the production of performance and outcome reports in relation to the duties of the post.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the Employee Review process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |
| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

(if applicable):

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The above Job Description is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This Job Description will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**