

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: Safer Communities Assistant

Post No: 10001318

Department: Partnerships

Grade: 2 – 4

Reports to: Enforcement and Community Safety Co-ordinator

1. JOB PURPOSE

To provide support to the Enforcement and Community Safety Co-ordinator in carrying out Community Safety work. To manage the administration, gather information and monitor partnership activity for a range of community safety work. To assist with delivery of training and events.

2. JOB ACTIVITIES

1. To monitor the Tendring Community Safety Partnership Strategic Action Plan.
2. To co-ordinate the financial arrangements for all projects/activities raising orders and paying invoices as required.
3. To provide secretarial support for community safety meetings including preparation of agendas and minutes.
4. To provide support to the Enforcement and Community Safety Co-ordinator.
5. To be the lead for development and maintenance of the Community Safety Partnership's website and for updating community safety information on the TDC website.
6. To arrange meetings and visits relating to community safety activities.
7. To organise deliver and evaluate events. Specifically Crucial Crew for Older People and Year 6 children, Early Interventions for Young People and Child Exploitation Workshops but also other events as required by the Enforcement and Community Safety Co-ordinator.
8. To assist with delivering training to front line council staff. Specifically on Child Exploitation and PREVENT but also as required by the Enforcement and Community Safety Co-ordinator.
9. To be the lead for co-ordination, logging and signposting of ASB calls and complaints.
10. To carry out such other duties as may be required by the Enforcement and Community Safety Co-ordinator.

3. SUPERVISION AND RESPONSIBILITIES

The post-holder will report to the Enforcement and Community Safety Co-ordinator for supervision, and support.

The post-holder will be required to communicate with other departments and outside organisations at all levels.

The post-holder should seek the advice of Enforcement and Community Safety Co-ordinator or Management and Members' Support Manager on difficult or contentious decisions.

4. SPECIAL CONDITIONS

The post-holder will be expected to attend some meetings and/or events outside of normal working hours within the Tendring District.

The post-holder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.

The post-holder must comply with legislative requirements of s.17 of the Crime and Disorder Act 1998.

To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.

Driving licence essential and access to a motor vehicle at all times – a casual user car allowance will be paid.

5. CORPORATE RESPONSIBILITIES

Must achieve good performance on relevant performance indicators both local and statutory, and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.

Must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.

You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including E Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

Must maintain high quality corporate and service standards and best practice as required.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Safer Communities Assistant

Post No: 10001318

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Educated to "GCSE" level standard or equivalent
- GCSE (A* - C) English Language or equivalent
- Able to operate MS-Word & MS-Excel (a Level 2 IT qualification would be an advantage)

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Working with People

- a. Demonstrates an interest in and understanding of others.
- b. Adapts to the team and builds team spirit.
- c. Recognises and rewards the contribution of others.
- d. Listens, consults others and communicates proactively.
- e. Supports and cares for others.
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

1.2 Adhering to Principles and Values

- a. Upholds ethics and values.
- b. Demonstrates integrity.
- c. Promotes and defends equal opportunities.
- d. Encourages organisational and individual responsibility towards the community and the environment.

1.3 Relating and Networking

- a. Establishes good relationships with customers and staff.
- b. Builds wide and effective networks of contacts inside and outside the organisation.
- c. Relates well to people at all levels.
- d. Manages conflict.
- e. Uses humour appropriately to enhance relationships with others.

1.4 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

1.5 Planning and Organising

- a. Sets clearly defined objectives.
- b. Plans activities and projects well in advance and takes account of possible changing circumstances.
- c. Manages time effectively.
- d. Identifies and organises resources needed to accomplish tasks.
- e. Monitors performance against deadlines and milestones.

1.6 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

Applicants should note that the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.