

Kent County Council

Job Description: *Community Safety Officer*

Directorate: Growth, Environment and Transport

Unit/Section: Community Safety Unit

Grade: KR9

Responsible to: Community Safety Team Leader

Purpose of the Job:

To take operational responsibility for the County Council's Community Safety work in developing partnerships with other agencies and organisations. Work with other County Council Units to promote community safety and support the delivery of strategies associated with the Kent Community Safety Partnership (KCSP) and other associated strategies.

Provide assistance to the Community Safety Unit in enhancing relations with the Community Safety Partnerships (CSPs) across the county and other partners and to ensure KCC Officers engaged with CSPs are supported.

Main duties and responsibilities:

- To lead on identified themed areas/priorities under the Kent Community Safety Agreement (CSA) and provide expertise, guidance and briefings as required (both internally and externally to partners).
- To work in partnership with other relevant agencies/organisations to assist the delivery of agreed actions and workstreams.

- Maintain links with District based Community Safety Partnerships, attending meetings where appropriate and acting as a conduit for information between these meetings and County Council services.
- Contribute towards the strategic development of community safety across the County.
- To advise, identify and assist County Council services with the development of community safety crime reduction policies and projects.
- To provide support where appropriate to other partner agencies and organisations in relation to community safety initiatives.
- To develop and maintain systems for monitoring and evaluating the effectiveness of community safety initiatives.
- To research, prepare and present written and oral reports as required.
- Maintain a knowledge of relevant legislation, current developments and best practice in relation to community safety and crime reduction and prepare briefings and guidance reports in relation to legislative changes and update Council Officers and Members as appropriate.
- Assist in the implementation of the Council's statutory responsibilities under the Crime & Disorder Act 1998, and Police & Justice Act 2006 in order to respond to the legal responsibility to be a statutory partner in the work of Crime and Disorder.
- Work with colleagues to support delivery of Domestic Homicide Reviews, in accordance with the Domestic Violence, Crime and Victims Act 2004; and share lessons learnt.
- Work as part of a team (alongside other CSU Officers, the Head of Service, and Area Managers for the Kent Community Warden Service) to support the development and delivery of Community Safety projects and programmes throughout the County with a range of multi-agency partners.
- Identify training needs and assist in coordinating partnership development training for staff with KCC and partnership agencies in order to ensure the council meets its statutory responsibilities in an effective and efficient way; this will include organising or assisting with events, meetings, training seminars and consultation exercises.

- Lead on the development and delivery of projects / initiatives to tackle crime and anti-social behaviour and improve the quality of life for the residents of Kent, including establishing and developing effective multi-agency relationships / partnerships.
- Oversee the management of the Safer Communities Portal and the Kent Community Safety Team (KCST) mailbox including responding to queries as appropriate, future developments and dealing with information governance and user issues.
- To undertake any other duties commensurate with the function and responsibilities of this post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Community Safety Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to A-Level (or equivalent)
EXPERIENCE	<ul style="list-style-type: none">• Experience working in an office environment with demonstrable knowledge of Microsoft Office and organisational skills• Experience of working in the Community Safety field (or equivalent).• Experience of working in a multi-agency environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good research and problem solving abilities.• Proven ability to work to tight timescales and meet deadlines and targets.• Excellent presentational and communication skills.• Good report writing skills• Ability to interpret legislation and provide clear and accurate briefings• Work collaboratively in multi-agency settings• Flexible approach to team and project work• Excellent interpersonal skills• A proactive approach and an ability to balance constantly changing priorities• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.
KNOWLEDGE	<p>Knowledge of Local Authority responsibilities</p> <p>A good awareness of community safety in Kent and the partnership structures.</p>

	<p>An understanding of community safety related legislation, in particular:</p> <ul style="list-style-type: none"> • Crime & Disorder Act 1998 • Domestic Violence, Crime and Victims Act 2004 • Police & Justice Act 2006 <p>Awareness of:</p> <ul style="list-style-type: none"> • Policing & Crime Act 2009 • Police Reform and Social Responsibility Act 2011 • Counter Terrorism and Security Act 2015 • Anti-social Behaviour, Crime and Policing Act 2014 • Police, Crime, Sentencing and Courts Act 2022
BEHAVIOURS AND KENT VALUES	<p>Kent Values</p> <p>Everything we do is guided by our values. They set out who we are as people, what we stand for and how we act:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make