

Kent County Council

Job Description: Modern Slavery and Human Trafficking (MSHT) Co-ordinator

Directorate:	Adult Social Care and Health (ASCH)
Unit/Section:	Contest/SOC Team
Grade:	KSI
Responsible to:	Assistant Director Contest and Serious Organised Crime (SOC), line managed by SOC Manager

Purpose of the Job:

Support Assistant Director Contest/SOC to coordinate on Kent County Council response to tackling MSHT, lead on activity that complies with meeting the legal duty (under section 52 of the Modern Slavery Act 2015), of identification and referral of a potential victim of modern slavery.

Coordinate a collaborative and partnership approach with both statutory and non-statutory partners, adopting a public health framework for modern slavery.

Main duties and responsibilities:

1. Coordinate MSHT activity on behalf of Kent County Council (KCC). Develop KCC MSHT statement, setting out approach to tackling modern slavery and trafficking. Monitor the activity of the MSHT statement and setting out a clear approach to tackling modern slavery and human trafficking
2. Strong legislative knowledge of the Modern Slavery Act (2015).
3. Ensure KCC can act collectively as a first responders and raise awareness across the workforce.
4. Ensure there is a basic understanding of modern slavery across the whole of KCC, including the NRM and where to refer victims.
5. Working with colleagues with the compliance with Section 54 of the Modern Slavery Act 2015 provisions on transparency in supply chains.
6. Publish an annual statement providing an overview of activity to identify and address risks of modern slavery through commissioning and procurement.
7. Draft strategic MSHT reports and presentations for Assistant Director Contest/SOC and SOC Manager
8. Ensure strong political leadership and governance arrangements are in place.
9. Coordinate KCC work and effective partnership work with Kent Police, Community safety partnerships, KCC internal directorates and other relevant

statutory partners to maintain an up-to-date picture and analysis of the nature and extent of MSHT across Kent and Medway.

10. Work with local communities, including businesses, voluntary and community organisations, to strengthen their understanding of MSHT.
11. Develop and maintain effective working relationships with the full range of partners, including: Local Authorities, Public Health, police, Safeguarding, Health Coordinators, probation and prison services, District and Borough Community Safety Managers and all other relevant partners.
12. Ensure any blockages are escalated to the SOC Manager and Assistant Director Contest/SOC.
13. Identify individuals and groups that require MSHT training and deliver training where required.
14. Identify appropriate external MSHT funding grants and if appropriate draft bid document.
15. Work closely with the SOC Manager and SOC Intelligence Analyst
16. Complete any other tasks as directed by Assistant Director Contest/SOC and SOC Manager
17. The postholder will be required to be vetted to security clearance (SC) level.

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

Kent County Council

Person Specification: SOC Co-ordinator

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	<p>Qualified to level 5 Diploma (or equivalent) or degree level with relevant professional and management experience.</p> <p>Completion of Kent Manager within required timescales if a requirement of current role.</p>
EXPERIENCE	<p>Significant experience and successful track record of management experience in local government and/or other large and complex organization</p> <p>Experience of operating within a political environment</p> <p>Responsibility for managing budgets</p> <p>Experience of policy formulation, implementation and review</p>
SKILLS AND ABILITIES	<p>Able to establish strong positive relationships at all levels of the organisation, including a relationship of trust and credibility with elected Members</p> <p>Able to establish strong positive relationships across partner organisations and enable effective delivery of services</p> <p>Able to demonstrate a high level of personal resilience</p> <p>Highly developed communication and presentation skills</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day, evenings and weekends</p> <p>Able to analyse, interpret and report on serious organized crime management information</p> <p>Commitment to equality</p>
KNOWLEDGE	<p>Strong knowledge of policy developments at a national and local level in relation to MSHT</p> <p>Strong awareness of a range of diverse issues and their impact on local communities</p> <p>Awareness of data protection, confidentiality and government protective marking scheme</p>

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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