

Kent County Council

Job Description: *Prevent Co-ordinator*

Directorate:	Adult Social Care and Health
Unit/Section:	Prevent Team
Grade:	KR12
Responsible to:	Prevent and Channel Strategic Manager

Purpose of the Job:

Support Prevent and Channel Strategic Manager to coordinate Prevent activity across Kent County Council, Medway Unitary Authority and promote the Prevent strategy across both statutory and non-statutory partners.

Main duties and responsibilities:

- Coordinate Prevent activity on behalf of Kent County Council and Medway Unitary Authority. Promote the Prevent strategy across both statutory and non-statutory partners, keeping up to date with changes and guidance.
- Support the Prevent and Channel Strategic Manager in developing and driving the delivery of the Prevent Action Plan in cooperation with relevant statutory partners. The plan will be reviewed quarterly at the Kent Prevent Duty Delivery Board.
- Ensure strong governance arrangements are in place to oversee and direct Prevent activity.
- Work with Counter Terrorist Police South East (CTPSE), Kent Police and other relevant statutory partners to maintain an up to date threat picture and analysis of the nature and extent of local radicalisation and extremism across Kent and Medway.
- Work with the 13 Community Safety Partnerships across Kent and Medway to ensure consistency of Prevent activity is maintained.
- Work with local communities, including businesses, voluntary and community organisations and faith organisations, to strengthen their understanding of Prevent work. Understand and gauge community sentiment.
- Develop and maintain effective working relationships with the full range of Prevent partners, including: police, regional HE/FE and Health Coordinators, probation and prison services, Prevent Education Officer, District and Borough

Community Safety Managers and all other relevant partners. Ensure any blockages are escalated to the Prevent and Channel Strategic Manager.

- Identify individuals and groups that require WRAP training and deliver training where required.
- Work with venues to support them to develop policies and procedures in place for management of speaker events.
- Manage a budget and ensure quarterly forecasts on expenditure is accurate and reported to the Home Office within timescales.
- Maintain a good relationship with the designated account manager in the Local Delivery Team in the Home Office. This will include informing the Home Office about any local or national issues that impact on successful Prevent delivery.
- Link with the KCC Dovetail team to ensure awareness of local Channel issue.
- 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 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: *Prevent 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 senior 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 significant 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 Prevent and Channel management information.</p> <p>Commitment to equalities and promotion of diversity in all aspects of working.</p>
KNOWLEDGE	<p>Strong knowledge of policy developments at a national and local level in relation to counter terrorism, Contest, Prevent and children and adult safeguarding.</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>

BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite Contribution and Challenge • Accountable <p>Values:</p> <ul style="list-style-type: none"> • Act with integrity, honesty and respect. • Work collaboratively to find new solutions. • Take personal and professional responsibility for your actions and performance. • Put the interests and wellbeing of customers first. • Demonstrate a healthy attitude towards risk. • Focused on outcomes.
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Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets