

# Kent County Council

## Job Description: Assistant Community Safety Officer

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**Directorate:** Growth, Environment and Transport

**Unit/Section:** Community Safety Unit

**Location:** Invicta House, County Hall

**Grade:** KR7

**Responsible to:** Community Safety Team Leader

### **Purpose of the Job:**

To assist, co-ordinate, develop and implement community safety initiatives with partnerships and service units of the County Council. To liaise as required with external organisations and other County Council services in relation to community safety matters including Domestic Homicide Reviews. To support and contribute towards the work of the Community Safety Unit.

Undertake a wide range of duties in support of the senior management team in supporting the business systems that support the work of the Community Safety Unit and its related projects within a multi-agency environment.

### **Main duties and responsibilities:**

- To provide advice and guidance on community safety issues. To keep up to date with legislative changes, policy and strategy developments and best practice. Produce guidance and briefings where appropriate supported by the Community Safety Officers.
- To contribute to the development, preparation, maintenance and implementation of community safety strategies and action plans.
- To contribute towards partnership working with external agencies, including statutory partners.
- Administer and monitor Domestic Homicide Reviews.
- To support a range of multi-agency meetings, ensuring actions are followed up and the County Council and partners are meeting their statutory obligations.
- To provide support to County Council Units and Partnership Meetings as directed.
- To assist the Senior Management Team (SMT) in ensuring that the County Council complies with the requirements of Section 17 of the crime and Disorder Act.
- To prepare reports on community safety activity as directed and assist with performance monitoring and the preparation of strategic assessments.
- To work with the Community Safety Officers to develop and monitor Community Safety projects as required.

- To assist in the provision of information and reports relating to the implementation and delivery of community safety across the County as required by the Senior Management Team.
- To attend meetings, present reports, maintain records and prepare progress reports and minutes on occasion.
- Maintain a working knowledge of business processes relating to procurement, finance and business planning processes as well as playing an active role in monthly reconciliations, closedown, assisting with budget builds, CP and the monitoring of the DHR Reserve account.
- Respond positively and using initiative to enquiries from Cabinet Members, Chief Officers, Senior Managers.
- Assist with the planning and scheduling of various internal/external meetings, including large gatherings such as seminars involving external agencies and speakers.
- In conjunction with the SMT, identify forthcoming management projects that need to be undertaken and ensure that the SMT are kept fully informed of project progress to ensure the efficient monitoring of projects to meet set timescales and expectations.
- Co-ordinate the regular collection of partnership data and reports to be shared with registered partners via the Safer Communities Portal. Maintain and update the Portal, send regular communications to users and assist partners with queries as appropriate.
- Monitor the Community Safety Unit's email inbox responding to queries and delegating tasks as appropriate.

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## Person Specification: Assistant Community Safety Officer

The following outlines the minimum 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.

|                                   | <b>Criteria</b>  |
|-----------------------------------|--|
| <b>QUALIFICATIONS</b>             | Educated to A-Level or equivalent<br>NVQ Level 3 Administration  |
| <b>EXPERIENCE</b>                 | Office administrative processes<br>Some experience of working in community safety<br>Some experience of working in a multi-agency setting  |
| <b>SKILLS AND ABILITIES</b>       | Good verbal and written communication skills, including the ability to minute meetings from time to time in high profile situations<br>Ability to deal confidently with colleagues of varying seniority within the organisation and across partner agencies<br>Excellent interpersonal, organisational and problem solving skills<br>A proactive approach and an ability to balance constantly changing priorities<br>Has an eye for detail and produces accurate work.<br>Ability to deal confidently with customers, both on the telephone and face-to-face at events. |
| <b>KNOWLEDGE</b>                  | Be able to demonstrate a competence in the use of Microsoft Office packages<br>A sound knowledge of the 1998 Crime and Disorder Act and subsequent legislation<br>A knowledge of the Domestic Violence, Crime and Victims Act 2004 and the Counter-Terrorism and Security Act 2015<br>An awareness of community safety in Kent and partner structures.<br>An awareness of basic finance and procurement processes.   |
| <b>BEHAVIOURS AND KENT VALUES</b> | Everything we do is guided by our values. They set out who we are as people, what we stand for and how we act: <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>   |