

Role Profile

This section provides key information relating to the role

Job Title:	Community Safety Partnership (CSP) Lead Officer		
Post No:	P00904	Grade:	J
Team:	Community Safety Team	Location:	Campus East
Responsible to:	ASB and Community Safety Manager		
Responsible for:	Senior Support Officer (CSP)		

Overall job purpose:

Lead on the planning, co-ordination and facilitation of effective inter-agency working through the Welwyn Hatfield Community Safety Partnership, to address and reduce the incidences and perception of crime, drug misuse and anti-social behaviour, in accordance with mandatory statutory duties under the Crime and Disorder Act 1998 as amended.

To take responsibility to maintain significant knowledge and understanding of relevant legislation, policy, good practice and local initiatives that may impact on the work of the Community Safety Partnership. Ensure direct reports are provided with updated information and continuous development is in place.

To be the strategic lead for Domestic Abuse by ensuring that relevant services are procured by seeking funding streams, chairing the DA Forum and Conference that WHBC host and represent WHBC in DHRs and other DA meetings.

Lead on the planning, development, delivery and promotion of community safety initiatives and activities and facilitate communication between the partner agencies and the people of the district delivering on Borough and Countywide partnership objectives.

To drive and champion continuous improvement across services managed by putting in place strategies and mechanisms for delivering improvements.

Key areas of focus:

1.	Coordinate the administration and multi-agency work of the Welwyn Hatfield Community Safety Partnership (CSP). Promote timely and effective communication between all partners, maintaining proper accountability.
2.	Encourage and establish productive working relationships with colleagues, partner agencies, schools, voluntary and community groups to initiate and promote initiatives for safer, stronger neighbourhoods, and generate visible benefits for local people.
3.	In liaison with partner agencies, monitor, interpret and present data and trends in order to inform the decisions of the CSP and to reassure the public.

4.	Identify and manage funding and sponsorship opportunities for the CSP and broader community initiatives.
5.	Support Directorate and ASB and Community Safety Manager in developing and implementing a delivery strategy for the long and short term objectives for the CSP, and annual plan.
6.	Monitor the progress and outcomes of projects that support the CSP, ensuring proper accountability of external funding, preparing and presenting reports as appropriate.
7.	Lead the Performance Management Board of the CSP, through which resources and performance are monitored, and the tactical tasking "Joint Agency Group". Support the Responsible Authority Group meetings and agendas.
8.	In liaison with colleagues managing anti-social behaviour and vulnerable persons, participate in meetings reviewing live cases as appropriate.
9.	In liaison with relevant partners, participate in consultation and engagement exercises related to public safety and the wider objectives of the team, which may include public meetings and focus-groups.
10.	Responsible for commissioning, managing contractors, organising and running special events and promotions. Ensuring compliance with requirements such as insurance, risk assessments, DBS and any licensing and environmental health assessments.
11.	Lead the Welwyn Hatfield Domestic Abuse Forum/ Conference and other similar bodies in its work to improve services for people enduring or escaping domestic abuse.
12.	Responsible for seeking funding streams mainly from Home Office or the PCC for relevant services that can help support domestic abuse victims and educate perpetrators.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to degree level or equivalent qualification and/or experience in community safety	x		AP
Experience of co-ordinating multi-agency partnerships and developing and delivering multi-agency projects	x		AP
Experience of dealing with a range of people in diverse settings.	x		AS/IN
Knowledge			
Working understanding of the Crime and Disorder Act 1998, Domestic Abuse Act 2021 as amended and other legislation relating to community safety	x		AS/IN
Demonstrable knowledge and understanding of equality and diversity, able to apply it to the role.	x		IN
Understanding of the complications and opportunities of organisations working jointly as partners.	x		AS/IN
Skills and abilities			
Understand the sensitivity of safety-related issues and being resilient to encounters with the public (who may be distressed) in person or through telephone or email, able to act professionally and safely. Able to deal with challenging and aggressive customers safety and constructively	x		IN
Highly developed interpersonal skills, effective in communicating in various forms with different audiences.	x		IN
Aptitude for motivating, engaging and negotiating with partners. Able to lead, inspire and direct teams and individuals, including volunteers or external partners.	x		AS/IN
Ability to bring together diverse and sometimes conflicting interests to agree and achieve results.	x		IN

Able to prepare, manage and deliver exhibits and public engagement events, including outdoors, including lifting and carrying display boards.	x		AP/IN
Able to deal with confidential, sensitive and personal information relating to crime and disorder and to exercise discretion and keep information confidential. Understanding of the significance of protecting data and privacy.	x		AS/IN
Self-motivated; able to work effectively with minimal supervision.	x		AS/IN
Other attributes			
Full driving licence and access to a vehicle insured for your use on business.	x		AP
Available and willing to work on occasional evenings and weekends, generally scheduled with reasonable notice.	x		AP/IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.