

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Gypsy and Traveller Tactical Engagement Officer	JEID	M0616
Salary Grade:	Scale J		
Team:	Trading Standards and Community Safety		
Service Area:	Community Services		
Primary Location:	Barrack Street Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Safety Manager		
Responsible for:	No staff		

Role Purpose

To develop, deliver and evaluate a consistent evidence led multi-agency approach across Warwickshire to unauthorised encampments, unauthorised developments and breaches of tenancy.

To work with and alongside internal and external stakeholders ensuring consistent, timely and effective enforcement action to address any anti social behaviour or criminal offences impacting on the settled Gypsy and Traveller communities, local residents and businesses.

To proactively lead multi-agencies in preparing for and managing the effective operation of the Emergency Stopping Place in full cognisance of the criteria relating to Unauthorised Encampments across the County. To reduce and mitigate risks associated with the Countywide Emergency Stopping place for all stakeholders.

Contribute to the delivery of a comprehensive and coordinated countywide Gypsy and Traveller service which includes;

- site provision,
- site management,
- enforcement,
- supporting the welfare needs of the Gypsy and Traveller community,

resulting in improved community cohesion between local residents, businesses and settled Gypsy and Traveller communities within Warwickshire, with the aim of enabling the Gypsy and Traveller community

to travel through Warwickshire by developing positive community cohesion between our diverse communities.

Role Responsibilities

Protect law abiding Traveller communities, local residents and business through close working with landowners to ensure there is robust legal framework that addresses anti social and criminal behaviour.

- Responsibility to ensure implementation, adherence and enforcement of the Gypsy and Traveller Housing Allocation Policy, including but not limited to, the site condition, tenants / visitor behaviour and payments for services.
- Take robust enforcement action against those that are affecting the wellbeing of other residents on the site and within the vicinity including but not limited to; addressing anti social, nuisance or criminal behaviour.
- Implement swift enforcement action against individuals and families involved in or convicted of criminal and/ or anti social behaviour, including eviction action where appropriate.
- To achieve successful outcomes for WCC at court hearings related to Gypsy and Traveller issues in the County.
- To proactively engage and work alongside private land owners to prevent unauthorised developments and work towards supporting the development of well maintained, safe private sites in Warwickshire.

A consistent approach to addressing Unauthorised Encampments

- Review the Warwickshire Unauthorised Encampments Protocol to incorporate the outcomes of the government's consultation while ensuring local working arrangements are reflected, to ensure any unauthorised encampments are addressed swiftly and proportionately through working in effective partnership.
- Keep accurate records of all Unauthorised Encampments in the County providing performance data as required.
- Support landowners who are repeatedly affected by unauthorised encampment including the consideration and implementation of proportionate enforcement tools/ powers to prevent repeat victimisation.
- Ensure timely dissemination of intelligence in order to inform key stakeholders including elected Members and the public of the current situation regarding Unauthorised Encampments explaining the legal options available, including corporate decisions around negotiated stopping developing community cohesion. To proactively lead multi-agencies in preparing for and managing the effective operation of the Emergency Stopping Place in full cognisance of the criteria relating to Unauthorised Encampments across the County. To reduce and mitigate risks associated with the Countywide Emergency Stopping place for all stakeholders.
- To provide overall management of Unauthorised Encampments that take place on WCC land including the Highway, support and engage affected private and public landowners to ensure unauthorised encampments are addressed swiftly and proportionately.
- To achieve successful outcomes for WCC at court hearings related to Gypsy and Traveller issues in the County.

To recognise and positively promote the culture and traditions of the Gypsy and Travellers Communities and address discrimination

- To proactively raise awareness through effective and timely interactions within the community with various stakeholders to facilitate a broader understanding of the diversity

within Gypsy and Traveller culture and way of life.

- A solid appreciation of the human rights legislation relating to the population as a whole.
- To collaborate with colleagues and stakeholders in a timely manner to address discriminatory practices identified through intelligence.

To provide adequate number of pitches across the districts of Warwickshire in well managed site provision. This includes private, public permanent and stopping sites.

- To collaborate with Districts and Borough councils in developing and maintaining appropriate site provision for the Gypsy and Traveller community across the county encouraging professional standardised management information relating to this provision.
- To enhance working relationships with private landowners encouraging provision of well managed private sites across the County.

General responsibilities include;

- Provide advice on all WCC strategies, policies and procedures relating to the Gypsy and Traveller Community.
- To work with the Community Safety Manager to develop and implement measures to reduce enforcement expenditure.
- To ensure Health and Safety Risk assessments are maintained and adhered to and provide assessments to other WCC departments as required.
- To provide expert advice and support in relation to the Gypsy and Traveller community for the benefit of WCC, other local authorities and the general public.
- To lead and direct all enforcement activity across the Gypsy and Traveller team.
- To work with and support the wider Gypsy and Traveller team with duties as required.
- To work with and support the wider Trading Standards & Community Safety team, key partners and the public to realise the Warwickshire Vision of:
“creating strong partnerships across all sectors to provide provision that addresses inequality and creates community cohesion within the Gypsy and Traveller communities, local residents and businesses”.
- To undertake any other duties as required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Minimum of degree or equivalent relevant work experience (at least 3 years) in housing, enforcement and/ or restorative justice practices.	A, I, D
Ability to make clear, accountable decisions.	A,I
Experience of working in the direct support of deprived and/or excluded communities.	A,I

Legal awareness including knowledge and experience of the legislation impacting the Gypsy and Traveller community and of the main issues affecting that community.	A,I
Experience in working in partnership with internal, external organisations and communities in the delivery of a service or a major project.	A,I
The ability to work proactively using own initiative and with integrity.	A,I
Excellent communication skills both written, verbal and presentation, adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.	A,I,T
Negotiation, Influencing and Persuading, ability to present sound and well-reasoned arguments to convince others.	A, I
Resilience, manages emotions in the face of pressure, setbacks or when dealing with provocative situations.	A, I
Excellent communication skills that demonstrate tactful negotiation skills, diplomacy and political awareness around the sensitivities of the role.	A, I
Excellent time management skills demonstrating multi-tasking prioritising and working under pressure to meet deadlines.	A,I
Commitment to Health and Safety, risk assessments and Equality of Opportunity.	A,I
Sound understanding and experience of project management techniques with practical experience of developing and leading multi-disciplinary projects.	A, I, T
Strong experience of problem solving, able to simplify complex problems and deliver solutions.	A, I
Excellent IT skills including word, excel, social media, wider Microsoft applications and databases.	A, I
Experience maintaining accurate records.	A, I
Demonstrates an understanding of the relevance of confidentiality and data protection.	A, I
Flexibility, able to work irregular and /or unsociable hours as required.	A, I
Ability to travel effectively & efficiently as required throughout the County.	A, I, D

Desirable Criteria

Assessed By:

Experience of working with Gypsy and Traveller community.	A, I
Experience in property management.	A, I
Experience of delivering enforcement action.	A, I
Familiar with practical application to comply with GDPR.	A, I
Experience of achieving a balanced budget and identifying cost savings for projects or service areas.	A, I
Experience of providing a front-line, customer-focussed service.	A, I
Experience of appearing in court.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

