

# 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:	Community Safety Project Manager	JEID	K0012
Salary Grade:	Scale J		
Team:	Trading Standards and Community Safety		
Service Area:	Environmental Services		
Primary Location:	Barrack Street, Warwick, CV34 4TH or Nuneaton Justice Centre, CV11 4JU		
Political Restriction	This position is not politically restricted		
Responsible to:	Community Safety Team Leader		
Responsible for:	N/A		

#### Role Purpose

To reduce crime and anti-social behaviour and enhance community safety in Warwickshire.

#### Role Responsibilities

- To develop, broker, commission and oversee the implementation of projects aimed at reducing crime, the causes of crime and anti-social behaviour and enhancing community safety in Warwickshire, in line with priorities identified in local and countywide community safety strategies. This will include: undertaking needs assessments, analysing performance data, using problem solving methodologies to identify solutions, action planning, performance monitoring and progress chasing, evaluating impact and outcomes.
- To liaise effectively with colleagues from other County Council departments and from partner agencies, for example, the Police and District and Borough Councils, to ensure such projects are appropriately targeted and are consistent with partner activity.
- To liaise with the County Council's local area teams to ensure that the County Council responds appropriately to community safety concerns raised through community engagement mechanisms, and to undertake projects or liaise with other services as appropriate.
- To provide a countywide lead on one or more key themes or work with areas within the countywide community safety strategies.
- To identify funding opportunities and prepare funding applications on behalf of the County Council

and its partners.

- To contribute to the work of the Community Safety Partnerships (CSPs) and their subgroups.
- To provide reports to partnerships, committees of the County Council, and other forums as appropriate, on progress in delivering both local and countywide strategies.
- To provide advice and guidance to assist the County Council to fulfil its responsibilities under S17 of the Crime and Disorder Act.
- To provide information and advice to County Councillors regarding community concerns and crime and disorder issues.
- To undertake any other duties that commensurate with the grade and level of the post 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:

A good standard of education (Minimum of 5 A-C grades at GCSE, with grade C or above in English and Maths)	A, I, D
Experience of work on joint projects or partnerships with other agencies/ departments	A, I
3 years public or voluntary sector experience	A, I
A good grasp of the key issues in crime reduction and community safety <ul style="list-style-type: none"> <li>• A thorough understanding of problem solving methodologies</li> </ul>	A, I
An understanding of performance data and performance management processes in the crime and community safety field	A, I
Proven project management skills: <ul style="list-style-type: none"> <li>• Ability to use initiative, act independently and be proactive</li> <li>• Negotiating and influencing skills</li> <li>• Ability to research good practice and apply learning for use in local situations</li> <li>• Ability to analyse performance data</li> <li>• Ability to prioritise</li> <li>• Ability to work to deadlines</li> <li>• Ability to build networks</li> <li>• Ability to make and advise others in making funding bids</li> </ul>	A, I
Very good oral and written communication skills	A, I
Computer literacy	A, I
Ability to travel effectively throughout Warwickshire	A, I
Flexible in relation to working hours	A, I

## Desirable Criteria

Assessed By:

Experience of working with Councillors and/or Senior Managers in a Local Authority	A, I
Keyboard skills and ability to generate own reports etc.	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 checked="" 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 type="checkbox"/> Working on/or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input 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	<input type="checkbox"/> Regular work with respiratory irritants/allergens

noise above action levels)	(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 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):	