

(Tier 4b) Community Safety Team Manager – (Policy and Governance)

Directorate: Service area:	Communities – Trading Standards and Community Safety
Accountable to:	Tier 3 Service Manager – Trading Standards and Community Safety Group Manager
Accountable for:	Overall Budget up to £1m including commissioned and grant funded services and up to 5 staff
Politically restricted post	The is post is not politically restricted
Delivery teams:	Community Safety

Context

You will play a lead role in setting the Community Safety priorities and delivering the statutory Crime and Disorder requirements for the Safer Warwickshire Partnership and its governance arrangements, with a specific responsibility in relation to the Safer Warwickshire Partnership Board

You will play an active role as part of our service management team working in partnership with internal and external partners to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan with an emphasis on developing and maintaining effective relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

You will lead in the council's response to Domestic Homicide Reviews and the Prevent agenda including sound case management processes.

To lead the development and delivery of partnership community safety projects and services across the county and in local communities which seek to which prevent harm and protect vulnerable individuals and businesses within Warwickshire.

Specific role assignment

Delivery responsibilities	<p>Responsible to the Group Manager for the delivery of all aspects of Community Safety governance</p> <p>Responsible for the partnership development of deliver of key strategies and policies based on community safety priorities and strategic assessments</p> <p>To support and influence commissioners in the</p>
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	<p>delivery of services that impact on community safety. The officer is required to strategically influence new commissioning intentions and support internal and external commissioners to develop, deliver and monitor key commissioned services.</p> <p>Working alongside the Service Manager to recognise the opportunities for Trading Standards and Community Safety to work collaboratively</p> <p>To deputise for the Service Manager at National, Regional and local level to ensure the existing high profile of the service is maintained & developed.</p> <p>To play an active role in ensuring a collaborative and supportive service management team</p> <p>Providing a strategic lead for community safety and delivery of the council's responsibilities in respect of key legislation including the Crime and Disorder Act 1998 and the Counter Terrorism and Security Act 2015 (Prevent and Channel Duties) and the Police Crime Sentencing and Courts Bill.</p> <p>Developing and managing partnerships, strategies and delivery plans which support the council's One Organisation Plan and the Safer Warwickshire Partnership Board priorities.</p> <p>Lead the development and delivery of a range of partnerships, strategies, initiatives, programmes and workstreams to address council and partnership community safety priorities, including the Safer Warwickshire Partnership Board, its subgroups, and their associated strategies and delivery plans.</p> <p>Lead and manage the working arrangements, finance and reporting for the partnership response for Domestic Homicide Reviews including leadership, management and supervision to the DHR Officer (Domestic Homicide Reviews).</p> <p>Manage the liaison with the Office of the Police and Crime Commissioner (OPCC) in respect of the above activity and the receipt of grant funding to support specific workstreams.</p> <p>Ensuring the engagement of communities in the design and delivery of services.</p> <p>Responsible for the recruitment, training and</p>
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	<p>development of WCC staff in line with council policies</p> <p>To be responsible for ensuring that data and information governance are maintained and documented, including Information sharing protocols</p> <p>Other duties:</p> <p>Undertake personal health and safety responsibilities under the Health and Safety at Work Act 1974 ensuring safe systems of work are complied with.</p> <p>Ensure that all activities are operated in accordance with equalities legislation and Warwickshire County Council's Equal Opportunities policy.</p>
Key business measures	<p>Ensure that agreed community safety priorities and delivery plans achieve the outcome objectives that have been agreed.</p> <p>Ensure that Warwickshire County Council and the Safer Warwickshire Partnership Board meet their statutory responsibilities as set out within the relevant legislative framework</p> <p>Ensure sound financial management of annual and medium term budgets</p> <p>To ensure that the Community Safety Agreement and strategic assessments are produced and that the recommendations and actions are delivered.</p> <p>Identify funding opportunities internally and externally to support the delivery of community safety priorities.</p> <p>Ensure that all Domestic Homicide Reviews are carried out in a timely manner in line with statutory guidance.</p> <p>Ensure that the local authorities statutory function in relation to the Prevent agenda and Channel are fully discharged.</p> <p>Ensure that Warwickshire County Council adheres to the requirements set out in S17 Crime and Disorder Act 1998.</p>
Statutory responsibilities (if applicable)	<p><i>Statutory responsibilities related to the Crime and Disorder Act 1998, Crime and Justice Act 2006, Anti Social Behaviour Crime and Policing Act 2014, and the Counter Terrorism and Security Act 2015 (Prevent and Channel Duties), Police Crime Sentencing and Courts Bill, . In addition to fulfil the statutory</i></p>

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	<i>requirements in relation to Domestic Homicide Reviews</i>
Specific experience	<p>A minimum of 3 years' experience operating at a senior level in a community safety or a related partnership environment and in-depth knowledge of community safety and the range of associated legislation</p> <p>Significant experience of developing and managing multiple projects, programmes including reporting to and working with Committees and/or Partnership Boards</p> <p>Experience of leading policy and strategic development and implementation</p> <p>Substantial experience of working collaboratively or in partnership with a wide range of stakeholders (including councillors, seniors managers across the public sector, third sector organisations, community representatives and the public) and using stakeholder feedback to improve/enhance services</p> <p>Strong track record of effective leadership and management of staff/specialised functions within a change agenda and within partnership settings</p> <p>Sound understanding of Local Government and public services, democratic and decision-making processes, the Localism agenda and the role of councillors</p> <p>Ability to effectively manage resources (including staff, budgets and grant funds) and performance, priorities and projects within an environment of financial constraint and conflicting demands and pressure</p> <p>Substantial experience of public sector commissioning and procurement</p> <p>Demonstrable track record of understanding, owning and developing innovative and workable solutions to complex issues, delivering desired outcomes</p> <p>Exceptional written and verbal communications skills and ability to influence an reason, liaise and negotiate with a variety of audiences and contexts</p> <p>Demonstrable ability to think strategically and translate this into operational outcomes through which to deliver improvements through team and partnership working</p>

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	<p>Experience of financial management managing budgets and effective forecasting</p> <p>Sound understanding of performance management, including ability to provide robust evidence to demonstrate the value of the team's services and a track record of continuous improvement and achieving excellence</p> <p>Computer literate and an understanding of how technology can help the delivery of excellent public services</p> <p>Experience of handling and processing all forms of sensitive information in accordance with the General data protection principles</p>
Specific qualifications/and registration	N/A
Budget responsibility	Up to £1m including commissioned and grant funded budgets
FTE responsibility (line management)	5
Key stakeholder relationships	<p>This role has responsibility for developing, managing and maintaining stakeholder relations with internal and external partners at a national regional and local level.</p> <p>This includes:-</p> <ul style="list-style-type: none"> • Police Forces • Office of Police and Crime Commissioner • Youth Justice Service • Adult and Child safeguarding leads • National Probation Service • Fire Authorities • Local, regional and national transport providers • Local Authorities • Public Health, CCG's NHS Trusts and other health agencies • Voluntary and community organisations • National Charities • Housing providers • Educational Providers • Commissioned services • National Crime Agency • District and Borough Councils • Elected members • Legal Services, counsel and appointed

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	<ul style="list-style-type: none">barristersBusinesses and business representative bodies
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Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">Deliver in year service plan, annual strategic assessments (1 year) as well as longer term policies and strategiesEffective commissioning, contract and supplier managementMeet budget, savings and income targets including medium term financial planning

- Contribute to the operational planning of the service
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">Statutory complianceProfessional practiceProcedure compliance

- Execute the statutory or regulatory duties that are in place and ensure delivery across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">Deliver operational performance objectivesManage the workforceDeliver continuous improvement plans

- Meet the key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
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People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning
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- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

