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 Coordinator	JEID	
Salary Grade:	I		
Team:	Community Safety and Trading Standards		
Service Area:	Community Safety		
Primary Location:	Shire Hall, Warwick or CJC Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Safety Service Manager- Community Safety		
Responsible for:	N/A		

Role Purpose

To work to support the delivery of the shared community safety priorities identified from the Police and Crime Commissioner's 'Police and Crime Plan' and the strategic ambitions of the Safer Warwickshire Partnership Board set out in the Warwickshire Community Safety Agreement, with a specific focus on reducing business crime, by engaging, advising and promoting good practice to empower.

Role Responsibilities

- Develop and deliver partnership projects, initiatives and events to support the identified shared priorities from the Police and Crime Plan and Community Safety Agreement to agreed timescales, using appropriate project management methodologies to implement an agreed delivery plan.
- Liaise with the Office of the Police and Crime Commissioner (OPCC), other WCC services and partner agencies, including the Police and District and Borough Councils, to ensure that initiatives are appropriately targeted and are consistent with agreed needs /objectives.
- Record and carry out activity on agreed delivery plans that support the identified shared priorities, providing regular updates and reports to the OPCC, WCC and key stakeholders as required.
- Connect, and work with the Business Community to develop and oversee the implementation of initiatives that will support the shared priorities, engage with businesses and maintain links with the Police, Warwickshire Trading Standards, Local Enterprise Partnerships, Federation of small businesses etc to empower their support.
- To Coordinate and support the delivery plan of the Business and Retail Crime Prevention Partnership Board, and lead on the various meetings of the board and the delivery subgroups.

- In line with the identified shared priorities, deliver presentations and training to a wide variety of audiences on a range of targeted crime issues and how to reduce the risk of becoming a victim.
- Work with partners to develop key messages, advice and campaigns appropriate for a range of vulnerable groups including young people, parents and older people, covering key issues under the identified shared priorities, such as cyber enabled bullying, sexting, online harassment and abuse.
- Work with relevant Warwickshire Police specialist teams such as their Economic Crime Team to monitor current and emerging trends both locally and nationally in relation to shared priorities, and provide a link on issues and concerns in order to identify and develop tool kits of appropriate preventative advice and information on how to report (for example Report Fraud)
- Provide direct assistance to victims, signposting them as necessary to national and local support services, information and guidance, and reporting pathways, thereby supporting them and strengthening communities.
- Work with Neighbourhood Watch and other third sector organisations as appropriate
- Utilise/maintain agreed websites that support the identified shared priorities (Safein Warwickshire website and Business Watch website) and utilise related social media tools to promote relevant initiatives and campaigns
- In collaboration with the OPCC and other partners, identify and seek external funding to support the work of the partnership projects and initiatives.
- Assist the OPCC in the evaluation of applications for grant funding made to the PCC to support related projects and initiatives.
- Engage with the OPCC to ensure joint involvement in events, campaigns and promotions and to provide opportunities for the Police and Crime Commissioner/Deputy to engage with communities, organisations and partners.
- The role will be invited periodically to attend OPCC team meetings, and to provide updates, reports, and presentations to the PCC where necessary
- Provide support to other staff members of the Community Safety Team as required to deliver the priorities.

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:
Educated to degree level or evidence of demonstrable experience to carry out the duties specified within the job description.	A
A good understanding of computers, the internet and websites	A, I
A good understanding of crime reduction and community safety issues, and problem solving within these environments	A, I,P
Project planning and project delivery experience	A, I
Ability to analyse, interpret and present performance data and use this to target and inform work	A, I

Ability to research good practice and apply learning to Warwickshire	A, I
Ability to prioritise own workload and meet deadlines	A, I
Ability to work effectively with partners and establish networks	A, I
Proficient in the use of Microsoft and other IT packages	A, I
Excellent written and oral communication and presentation skills	A, I
Flexible in relation to working hours	A
Ability to travel around Warwickshire	A

Desirable Criteria

	Assessed By:
Qualifications in crime prevention and/or computers	A, I
Experience of working in a policing or community safety setting	A, I
Negotiating and influencing skills	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.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/	☐ Restricted postural change – prolonged sitting

repetitive basis	
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	