

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Community Safety Officer
Service Area / Team	Regulatory Services / Environmental Protection
Reports to	Community Safety Specialist
Grade & Annual Salary	Level 1: Grade E (£27,603 - £31,663) Level 2: Grade F (£32,405 – £37,037) Grade dependent on qualifications, skills and experience. (Subject to job evaluation)
Politically Restricted Post	No
DBS Requirement	Enhanced plus NVVP Level 2 vetted for Police

JOB PURPOSE
<p>The Community Safety Officer (CSO) is a key officer in the Community Safety Unit, working with the Community Safety Specialist (CSS) in the development of projects, events and initiatives to reduce crime and disorder across the Folkestone & Hythe District.</p> <p>The CSO will manage and lead on the response to reports of anti-social behaviour, taking responsibility for co-ordinating and delivering interventions and initiatives to tackle the reported issues. Working with partners to co-ordinate and where necessary lead the multi-agency response to individuals who behave anti-socially and those identified as priority or repeat offenders.</p> <p>Some reports will be of a complex nature, at times working with residents who are identified as vulnerable and need additional support. You will complete the relevant referrals to partners and raise any concerns of individuals or groups to ensure those that live, work and visit our district, are safe and feel supported.</p> <p>The post holder will maximise enforcement opportunities and identify new innovative approaches to community issues whilst delivering constant improvement across the service provision, including the issue of Community Protection Warnings/Notices, Fixed Penalty Notices, Criminal Behaviour Orders, Closure Orders, completing case files and prosecutions.</p>

MAIN DUTIES AND RESPONSIBILITIES
Managing ASB and vulnerability cases & direct support to those impacted by ASB, such as joint visits and providing safety support.
Support and deliver the Community Safety Plan.
Coordinating of the regular Community Safety Forum
Running community safety events and projects addressing local and national issues – Safer Streets, VAWG, Safety in the Night Time Economy, preventing and reducing ASB & environmental crime, Modern Day Slavery and Human Trafficking, Cuckooing, Gangs and County lines, Prevent.
Working with and supporting key FHDC departments including:- Licencing, Environmental Protection, Housing, Safeguarding and Customer Services.
Responding to Freedom of information requests, Channel Panel, MAPPA, CHIN and Police Requests.
Coordinating and attending joint operations
Community Safety Enforcement - PSPO, CPW/N, CBOs, FPNs, Closure Orders, Prosecutions and injunctions
Work with the range of appropriate statutory agencies to deliver priorities in line with the FHDC Community Safety Plan and work with the broader range of agencies that have an immediate link with the community safety and enforcement agenda.
Ensure that partnership targets and priorities are monitored and reported to forums as may be appropriate.
Attend and support the regular Community Safety Forum.
Provide and update statistical data in line with the corporate KPIs/PIs
To monitor and maintain an anti-social behaviour case management system using the Councils ICT system ensuring officer's actions and activities are captured here also.
Develop and deliver community safety problem solving action plans with colleagues and partners to deal with identified issues and community concerns
Identify and implement legal and other interventions including via the Enforcement team to support community safety activity in tackling prolific offending and anti-social individuals
Act and enforce accordingly within the Public Spaces Protection Order by issuing warnings and Fixed Penalty Notices and progressing legal action for non-payment or repeat offenders.
Carry out community engagement on relevant issues including attendance at community based meetings.
Identify gaps in provision in order to develop new initiatives that pro-actively tackle the community safety agenda locally utilizing the enforcement team and remitted powers.
Work with linked departments such as Licencing, EP and Enforcement, to deliver key safety inventions and operations.

Support and raise the community safety agenda and build community resilience with all community partners and groups.
Support the Enforcement Team with Unauthorised Encampments which includes, engagement, support and enforcement.
Educational work to be carried out with partner agencies, at events and within schools to enable change to happen.
Support the Community Safety Specialist in their absence and within the day to day function of the job.
To ensure performance indicators as set out in the service objectives are met and reported on in a timely fashion.
To assist in the production of relevant community partnership strategies and action plans.
To support initiatives that aim to improve the health and well-being of residents within the District by raising their awareness of public health issues through targeted promotional campaigns and other activities in conjunction with Kent Public Health and other agencies and service providers such as CSU – Kent & MEDWAY Drugs and Alcohol Strategy
To support delivery and evaluation of key work within the community safety partnership within the context of the national standards for community safety and subsequent guidance. Work towards evidencing adherence to the national standards for anti-social behaviour providing solutions and actions to achieve effective practice in key areas.
To ensure sub groups of the Folkestone & Hythe Community Safety Partnership are guided to meet the aims of the Kent Community Safety Partnership.
To develop effective working relationships between the council, residents' groups and community organisations in order to identify and resolve the needs and priorities of local communities by empowering or providing opportunities to develop skills and knowledge.
To assist the Community Safety Specialist in applying for, manage and performance monitor grant applications, record outcomes and share relevant information with partners and key stakeholders.
To assist the Community Safety Specialist with the Council's operational work/project delivery arising from community partnerships with the public, private and voluntary and community sectors.
To support and provide a specialist safeguarding function to support external partnership requirements e.g. Child Sexual Exploitation, radicalisation etc.).
To support the Community Safety Specialist with corporate safeguarding duties and operate as a Designated Safeguarding Officer if required.
To assist on the District duty for PREVENT (anti-terrorism radicalisation strand). This includes attendance at referral panels and dealing with highly sensitive information.
To innovate, build confidence, inspire partners and raise awareness of community safety issues.
To support the implementation and review of Public Space Protection Orders; and conduct relevant enforcement in relation to anti-social behaviour where appropriate and necessary once orders are sealed and implemented.
To have a good knowledge of all statutory and relevant legislation including Counter Terrorism and Security Act 2015, Clean Neighbourhoods and Environmental Act, Anti-Social Behaviour, Policing and Crime Act 2014, Crime and Disorder Act 1998, Police and Justice Act, Anti-Social Behaviour Act etc.
To support Members by providing regular reports, updates and intelligence regarding events and activities in the community so that they are aware of issues affecting their communities taking into account political sensitivities.

To support the delivery of annual projects eg. Sailing Voyage, project, Youth conference, Dementia conference etc. Safety In Action
To source external funding and write bids for projects and initiatives to support community safety and community engagement activities including the Violence Reduction Unit.
To develop strong partnership working with external agencies including Kent Police, Kent County Council, Immigration, Customs and Excise, Gang-masters and Labour Abuse Authority, Jobcentre Plus, Kent Public Health, Armed Forces, Kent Early Help, East Kent College, Local Schools and with the Creative Foundation, Roger de Haan Trust, and with voluntary, charity and faith sector organisations, plus cross border international projects and relationships.
To support the Community Safety Specialist in all key areas of strategy and policy making including Health Inequalities action plan, Community Safety Partnership plan and other initiatives e.g. improving drive on enforcement working across council teams.

CORPORATE RESPONSIBILITIES
<ul style="list-style-type: none"> Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

	<ul style="list-style-type: none"> ▪ Demonstrable knowledge and understanding of the workings of local government and operating in a Political environment 	✓	✓	
	<p>Desirable (Level 2)</p> <ul style="list-style-type: none"> ▪ Relevant requisite experience of working in a similar role ▪ In-depth knowledge of all statutory and relevant legislation, including Counter Terrorism and Security Act 2015, Clean Neighbourhoods and Environmental Act, Anti-Social Behaviour, Policing and Crime Act 2014, Crime and Disorder Act 1998, Police and Justice Act, Anti-Social Behaviour Act etc. ▪ Experience of undertaking enforcement activities independently ▪ Experience of undertaking investigative work, case file preparation and following legal procedures ▪ Experience of attending court in order to give evidence ▪ Experience of managing a team engaged in a range of different activities 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	
Skills and Abilities	<p>Essential (Level 1)</p> <ul style="list-style-type: none"> ▪ Excellent IT skills and the ability to use all Microsoft Office packages ▪ Excellent written and oral communication skills. ▪ Excellent negotiating and influencing skills. ▪ Strong interpersonal skills. The ability to liaise and communicate effectively, establish and maintain credibility, with a range of stakeholders, including all customers, community groups, staff and elected Members. ▪ Ability to operate effectively in a political environment and demonstrate political awareness. ▪ Excellent customer service skills. ▪ The ability to motivate self and operate on own initiative, developing knowledge of new subject matters and legislation effectively and with minimal supervision ▪ The ability to organise and prioritise work and resources effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to manage projects effectively ▪ The ability to operate in a matrix style, a cross functional team or group ▪ Demonstrable enthusiasm for and commitment to service improvement changes ▪ Ability to seek out best practice from within the Council and outside ▪ Adaptable, with the ability to manage change effectively 	✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Ability to think and act strategically and apply innovative and creative solutions to complex problems within a broad general framework. ▪ Committed to personal and professional development ▪ Flexible approach with the ability to work outside of normal office hours to meet the demands of the role ▪ Ability to travel around the district efficiently and effectively 		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	