

JOB DESCRIPTION

POST TITLE:	SPECIALIST LEAD – COMMUNITY SAFETY AND SAFEGUARDING
POST NUMBER:	EL08
GRADE:	H
RESPONSIBLE TO:	OPERATIONS MANAGER - PUBLIC HEALTH AND HOUSING OPTIONS
RESPONSIBLE FOR:	N/A
LIAISON WITH:	Elected Members, Officers of the Council, staff of Partner Agencies connected with the Community Safety, ASB, safeguarding and modern slavery functions, voluntary and business sectors and members of the public.

KEY CORPORATE ACCOUNTABILITIES:

Managing and coordinating the work of the Community Safety Partnership (CSP) within Mid Devon District to deliver sustainable reductions in crime and anti-social behaviour (ASB) in line with the Community Safety Plan and other Council policies.

Work closely with the Chair of the East and Mid Devon CSP and strategic lead for the Council (Head of Housing and Health/Designated Corporate Safeguarding Lead).

Manage safeguarding and modern Slavery cases and advise on related matters as the Council's Deputy Designated Safeguarding lead.

Liaise and co-ordinate the activities of statutory bodies, voluntary sector and the business community to deliver a cohesive approach to the delivery of community safety and safeguarding messages within Mid Devon.

KEY SERVICE ACCOUNTABILITIES:

1. Prepare, implement, promote and evaluate the East & Mid Devon Community Safety Action Plan, with a particular attention to coordinating and responding to priorities within the district as identified by the Devon Strategic Assessment and Safer Devon Partnership.
2. Identify and develop opportunities to work across district council boundaries where such work will lead to greater effectiveness and efficiency for the Council or the CSP.
3. To manage a partnership response to ASB across Mid Devon by:
 - Responding to the public suffering ASB, officers from Mid Devon Housing and officers of other agencies in relation to ASB
 - Liaising with numerous statutory and voluntary agencies
 - Provide a central point of co-ordination for any agency within the CSP wishing to reduce ASB
 - Identifying and implementing appropriate interventions including Youth Intervention Panels and other actions under our ASB toolkit
4. To provide relevant information the MDDC Communications Team as required for the Community Safety Partnership, ASB, safeguarding and modern slavery matters.

5. Act as the PREVENT lead officer for the Council, with regard to the prevention of terrorism. Support processes in respect of ASB Case Reviews, Domestic Homicide Reviews and Safeguarding Adult Reviews including the dissemination of recommendations, learning and best-practice.
6. To manage safeguarding and modern slavery cases, make referrals to agencies, record actions and raise any major concerns with the Designated Safeguarding Lead for the Council.
7. Lead the Council's internal Safeguarding Champions Group.
8. To offer advice to officers of the Council and outside bodies on ASB, serious violence duty and other community safety matters, safeguarding and modern slavery where appropriate. To act as a wider point of contact for relevant matters including liaising with Devon County Council, other Local Authorities and Agencies.
9. Draft and support the development of relevant MDDC policies, strategies and manage effective implementation.
10. To advise and support other officers of the Council when taking enforcement action and help manage risk. This includes management of the ASB escalation process and toolkit as required.
11. Represent the Council as the lead officer for Community Safety, ASB, safeguarding and modern slavery as appropriate including attending meetings, fora and chairing or managing multi-agency meetings as required.
12. Produce reports and updates for CSP Board, Corporate Management Team, Leadership Team, Town and Parish Councils and Policy Development Groups/Committees as required.
13. To undertake such other duties as may be required in support of the service delivery of the Public Health service.
14. Work outside the normal hours of work as and when required for the proper execution of the Council's duties. Assist with out-of-hours duties and support safeguarding, community safety and other relevant elements of the Council's Business Continuity and Emergency Plans
15. To deputise for the Operations Manager – Public Health and Housing Options or other officers as directed.
16. To undertake such other duties as may be required, appropriate to the grade and nature of the post, as required by CMT or Leadership Team.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade. Work via the emergency plan may require contact out of hours for which no further remuneration will be made.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section’s requirements for compliance with the Data Protection legislation are met

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

VETTING

Due to the nature of this role, and because post-holder will have regular access sensitive, confidential information and intelligence it will be necessary for the successful candidate to complete satisfactory Police vetting (for non-Police personnel) and enhanced DBS disclosure checks, prior to appointment.

MID DEVON DISTRICT COUNCIL’S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council’s priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

PERSON SPECIFICATION

Specialist Lead - Community Safety and Safeguarding

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • A recognised professional qualification relevant to Community Safety, Safeguarding or ASB • Experience in managing ASB cases • Experience of safeguarding and modern slavery cases • Experience in handling sensitive and confidential information 	<ul style="list-style-type: none"> • Experience of multi-agency working and community safety project work • Experience in enforcement and risk management • Experience in court file preparation and presenting evidence in court as a professional witness • Experience of working with elected members at all levels
Knowledge and Expertise:	<ul style="list-style-type: none"> • An in-depth knowledge of relevant legislation, policy, guidance and codes of practice • Knowledge of statutory and non-statutory partnership working • Experience of co-ordinating and working with multi-agency and community groups 	<ul style="list-style-type: none"> • Good knowledge of Local Government services and legal obligations • Knowledge of the roles and responsibilities of different agencies • Expertise in funding, policy and research work • To have an awareness of Health & Safety • To have an awareness of Risk Management
Skills:	<ul style="list-style-type: none"> • Good oral and written communication skills • Strong conflict management skills and ability to deal with difficult people and situations • Possess a high level of negotiating and influencing skills when dealing with a broad range of agencies and individuals to ensure the best outcome is achieved. • Ability to project manage and lead initiatives and officers of partnership agencies in tackling ASB and other relevant matters. • To network within MDDC, other partnership agencies and organisations to develop and maintain professional relationships. • Analytical/statistical/problem solving abilities • Able to plan or prioritise effectively • Be decisive and able to give clear instructions 	<ul style="list-style-type: none"> • Excellent presentation skills • Able to see opportunities for change, improvement and efficiency

	<ul style="list-style-type: none"> • Ability to interpret, analyse and evaluation a wide range of information • Possess competent IT skills for communication, retention and dissemination of information 	
Personal Attributes:	<ul style="list-style-type: none"> • Self-starter • Flexible • Adaptable • Highly motivated • Able to use own initiative to solve a diverse range of problems • Resilient and able to handle pressure well • Networks and builds effective working relationships • Committed to equality of opportunity and understanding of diversity issues 	
Special Requirements:	<ul style="list-style-type: none"> • A valid driving licence is essential with access to own vehicle (reasonable adjustments may be possible according to the Equality Act) • Able to work some unsocial hours 	<ul style="list-style-type: none"> • Actively seeks ways to continuously improve

Date: November 2014, updated August 2022 and April 2025