

SERVICE: CHIEF EXECUTIVE'S OFFICE

POST DESIGNATION: COMMUNITY SAFETY OFFICER

GRADE: PO 3 - 6 £29,232 / £31,821 (Two Year Secondment)

LOCATION: HEADQUARTERS

RESPONSIBLE TO: Performance Manager

JOB PURPOSE: To provide advice and support to the Highland Council and the Joint Community Safety Task Group on the development and achievement of Community Safety outcomes and objectives.

DUTIES: As part of the Policy and Performance Unit the seconded post holder will be required to:

- Take a lead role in the dissemination of the Community Planning Partnership's community safety outcomes and policy initiatives through, for example, preparation of written material, monitoring, collating and analysing performance data, contributing to Ward Forums and attending meetings of partner organisations.
- To support the Joint Community Safety Task Group through agenda preparation, production of action notes, producing reports of performance against the relevant indicators and in liaison with all relevant partners.
- Undertake quantitative and qualitative research support to the Chief Executive's Office and the Joint Community Safety Task Group, for example researching policy issues and good practice and working with colleagues in other services on Community Safety research activity.
- To be the lead officer for public space CCTV, including the procurement of relevant services (this function is pending review which the post holder will lead on for the Council).
- Provide training to support policy implementation and reporting and the development of Community Safety related activity.
- Represent the Chief Executive's Office in cross-service and multi-agency planning groups.
- Manage designated Community Safety budgets and resources for Community Safety projects in accordance with Council's Standing Orders, financial procedures and office practices.
- Provide professional support to Elected Members on Community safety matters.

These areas of work will change and evolve over time.

SPECIFIC DUTIES: Specific areas of work will include:

- Acting as Community Safety Analyst to assist with the development of policy and performance related initiatives that advance Highland Council's lead role

in implementing the Highland Single Outcome Agreement's objectives, goals and values.

- Managing the Highland Council's contribution to the sustainable development of Public Space Closed Circuit Television systems, including those owned and maintained by community and social enterprise groups.
- Providing professional support to the Joint Community Safety Task Group, and associated working groups, including preparation of confidential reports containing sensitive information of a personal nature.
- Supporting the development and implementation of Community Planning, including liaising with Services and Corporate Managers regarding the development and delivery of the community safety outcomes set out in the Single Outcome Agreement and supporting the wider involvement of the business and third sectors.
- Providing advice to Services on consultation techniques and achieving the corporate standards for consultation and engagement.
- Contributing to the production of performance information for the public, including development of, and support for, Community Council activities.
- Representing the Chief Executive's Office at partnership meetings and forums.

EXPERIENCE:

This post requires an understanding of Community Safety issues, experience of multi-agency working, experience of policy implantation and performance reporting. The post also requires the ability to work at a wide variety of levels across organisations, including with Elected Members and Chief Officers.

REQUIREMENTS:

This post-holder will be required to undertake travel both within Highland and across Scotland that may require overnight stays.

The post-holder has no line management responsibilities.

The post-holder may be required to perform duties, appropriate to the post, other than those given in the job description. The particular duties and responsibilities attached to posts may vary fro time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

DATE: 28.04.08