

HIGHLAND COUNCIL

PERSON SPECIFICATION

Service:	Location:	Title of Post: (Secondment)
Chief Executive's	HQ	Community Safety Officer
Date:	Prepared By:	
28.04.08	Bob MacKinnon & Paul Monaghan	
ATTRIBUTES	ESSENTIAL	
	The minimum acceptable levels for safe and effective job performance.	
EXPERIENCE	Significant experience of developing and implementing sustainable solutions to Community Safety issues, including:	
	<ul style="list-style-type: none">• Policy development• Public consultation and engagement• Public Performance Reporting• Leading multi-agency working at a senior level• Producing written material in a variety of formats• Working across sectors and professional specialisms / environments within the public, private and third sectors• Budget management• Analysis of organisational performance• Conducting social research	
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none">• Educated to first degree level (i.e. SQF Level 9) or able to demonstrate a comparable level of educational ability and appropriate range of vocational qualifications	
SKILLS/ ABILITIES (GENERAL) eg supervisory skills	<ul style="list-style-type: none">• Effective communication and numeracy skills in a range of formats• Strong advocacy and negotiation skills• Ability to think strategically and to explain alternative perspectives• Awareness of contemporary efficiency issues in national and local government and ability to relate these to practice• Understanding of quality• Understanding of the impact of geography and rurality on service provision• A creative approach to problem solving• Computer literate, familiarity with a range of computer packages• Understanding of equalities legislation	
SKILLS/ ABILITIES (SPECIFIC TO THE POST)	<ul style="list-style-type: none">• Understanding of the key issues involved in Community Safety including public, road and home safety• Ability to gather, handle and analyse large volumes of data in both monitoring and evaluative contexts• Understanding of how to develop policy to inform practice through dissemination and staff development• Budget management and ability to work in accordance with Council's Standing Orders, financial procedures and office practices.• Current driving licence and access to personal transport	
INTERPERSONAL AND SOCIAL SKILLS	<ul style="list-style-type: none">• Ability to relate appropriately to a wide range of people, including Elected Members, Service Directors and senior officers, partner agencies, outside business and community organisations.• Ability to take a lead role with officers from other Services in the development, delivery, monitoring and evaluation of corporate strategies• Ability to work flexibly to meet deadlines and corporate objectives• Willing to travel and to undertake training, including that of a residential nature	

Highland Council – Chief Executive's Service

Post of Community Safety Officer - 2 year Secondment

PO 3 – 6 £29,232 / £31,821

Working in the Chief Executive's Service, you will play a lead role in managing Community Safety activity and policy initiatives across all of Highland Council's Services and in collaboration with our key partners. You will therefore be heavily involved in developing multi-agency performance reporting systems and will act as the Council's Community Safety Analyst, preparing written material, collating and monitoring performance data, contributing to Ward Forums, and attending meetings of partner organisations, to advance Highland Council's pivotal role in implementing the Highland Single Outcome Agreement's objectives, goals and values.

The role of Community Safety Officer requires an individual with an understanding of Community Safety issues, a history of involvement in developing multi-agency working, and broad experience of policy development and implementation. The post-holder must have the ability to work at a wide variety of levels across organisations, including with Elected Members and Chief Officers, to ensure the effective provision of professional support and advice to the Highland Community Safety Group. You will therefore need a track record in business improvement processes, be a creative thinker, and demonstrate the ability to work well under pressure when supporting the Council's senior management team to lead the delivery of a range of complex public services.

For further information please contact:

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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