



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Partnership Community Safety Development Manager	<b>Role Profile Number:</b> PCDH80
<b>Grade:</b> R	<b>Date Prepared:</b> February 2021
<b>Directorate/Group:</b> Adults	<b>Reporting to:</b> Strategic Partnership Safeguarding and Community Safety Manager
<b>Structure Chart attached:</b>	Yes

### Job Purpose

- To ensure the Community Safety Partnership has an effective performance and quality assurance system which leads to good quality and safe services for the community in Swindon
- To support the development and the commissioning of the multi-agency Learning and Development offer so that there is a skilled and competent workforce to support the community safety agenda (this may include the delivery of some training).
- To ensure stakeholder engagement and involvement (including the community, adults, children and young people) becomes embedded standardised practice including the commissioning and co-ordination of engagement to support and deliver the community safety agenda

### Key Accountabilities

- To support the development and implementation of the Performance and Quality Assurance Strategy and framework for the Community Safety Partnership
- To participate or lead quality assurance activities relating to community safety and prepare reports and action plans for the Community Safety Partnership Board and the joint partnership groups
- To participate or lead community safety initiatives/activities and support local domestic homicide reviews preparing reports and action plans.
- To deliver training as required
- To ensure community safety activity integrates the views of the Swindon community including adults, children, young people and professionals where relevant and appropriate.
- To contribute to annual reporting on findings from the performance outcome framework, audits and other quality assurance processes for Community Safety
- To offer advice, support and challenge in areas for improvement and development.
- To support the development, commissioning and promotion of the Community Safety and

- Safeguarding Learning and Development Offer in consultation with partner agencies
- To develop and implement new strategies, policies, procedures and services within the remit of the Community Safety and Safeguarding Partnerships.
  - To chair sub groups as appropriate
  - To support the Strategic Partnership Safeguarding and Community Safety Manager in the development of new priorities, strategies and work as identified by the Community Safety and Safeguarding Partnerships.
  - To support inspections as relevant within the remit of the Community Safety and Safeguarding Partnerships.
  - Commission and coordinate engagement of stakeholders, the community, adults, children and young people in the work of the Community Safety and Safeguarding boards

### **Supplementary Accountabilities**

- To work with others to develop audit tools, action plans and reporting as appropriate.
- To monitor the delivery of identified action plans arising from performance insight, audit and inspection activity.
- To contribute to plans, policies and strategy development within the joint Community Safety and Safeguarding arrangements.
- To support the dissemination of key learning to the workforce working with partners.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of working in Children/Adult/Community Services, or other relevant professional environment.
- Good understanding of quantitative and qualitative data analysis
- A good understanding of professional systems.
- Experience / knowledge of partnership working.
- Good knowledge of Children's/Adult/Community Safety Services legislation, regulations, guidance and best practice
- Specific knowledge of statutory guidance for multi-agency community safety legislation
- Good ICT skills.
- Experience of participating in audit activity within a professional environment.
- Knowledge and experience of the Inspection and Regulatory Framework for Community Safety Services
- Able to communicate effectively and present information clearly to a range of audiences
- Able to write clear and timely reports.
- Ability to provide constructive challenge to partner agencies to achieve best outcomes
- Evidence of commitment to listening to the views of others, including the community, adults, children, young people and their families

## Qualifications

Good general education to degree or equivalent complimentary experience.

## Decision Making

Demonstrable evidence of successful problem solving.

## Creativity and Innovation

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b>	<b>Responsibility</b>	None
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• Administrative tasks</li></ul>	<b>Asset Responsibility:</b>	None

## Contacts and Relationships

- Provide advice to colleagues, other services areas and partner agencies on legislation and policy relating to community safety
- Provide advice and guidance to partner organisations on community safety issues.
- Maintain a strong relationship with both managers and officers in the council and other partner agencies.
- Represent Swindon on regional and national forums

## Values and Behaviours

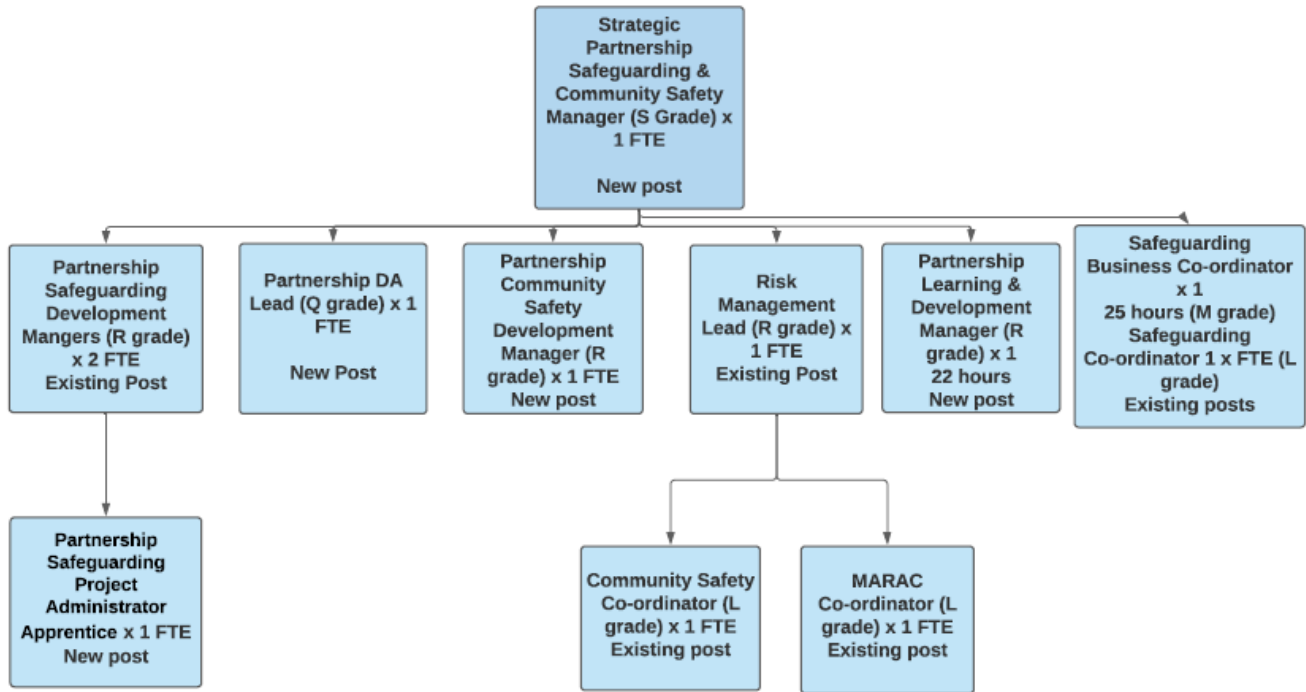
We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do

- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).



<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	