

<b>Job Title:</b> Community Safety Co-ordinator	<b>Role Profile Number:</b> BSN129
<b>Grade:</b> L Grade <b>Salary:</b>	<b>Date Prepared:</b> May 2020 Updated February 2021
<b>Directorate/Group:</b> Adult Services	<b>Reporting to:</b> Risk Management Lead
<b>Structure Chart attached:</b>	Yes

**Job Purpose**

To work as part of the joint business support unit for Community Safety and Safeguarding to support planning, facilitation and co-ordination of Risk Enablement Panels, Channel Panels and Prevent

To provide cover as required for the MARAC Co-ordinator and the Partnership Safeguarding Business Administrators when required

**Key Accountabilities**

- The Risk Management co-ordinator for Community Safety reports to the Risk Management Lead.
- The co-ordinator will work closely with all professionals involved with the Risk Enablement Panels, Channel Panels and Prevent.
- Provide a lead in the co-ordination and organisation of Risk Enablement Panels, Channel Panels and Prevent meetings by effectively processing referrals and the wider Prevent Agenda.
- Co-ordinate the Prevent partnership work including (but not limited to) risk assessments (CTLTP), Action Plan, training, use of LA resources, and collaboration across areas.
- Attend meetings to provide support with minute taking (which includes very sensitive and lengthy meetings) and secure distribution of minutes once completed.
- Co-ordinate sensitive information in a timely manner
- Safely and securely, save and update information to relevant databases.
- Tracking and chasing of action points to ensure that they are completed.
- Dealing with enquiries at first point of contact as far as possible or signposting as appropriate
- In a timely manner reporting progress to the Chair for escalation if required
- Develop a range of appropriate contact options.

- Co-ordinate the up-keep of key contact to this area of work e.g. e-mail distribution lists
- Support the creation and distribution of reports
- Support the identification, set up and delivery of training
- Provide cover for the MARAC co-ordinator and Partnership Safeguarding Business Administrators when required
- Any other tasks as requested by Management for the partnership business support unit as and when required.

### **Supplementary Accountabilities**

- Take responsibility for identifying your training needs and bring these to your manager
- Devise and implement improvements to the service with support from the manager

### **Knowledge & Experience**

- Have a good standard in written and oral communication skills
- Experience of partnership working or relevant work with children and/or adults services
- A good understanding of sensitive information, personal data and the regulatory requirements for distribution and storage.
- Good IT and organisational skills
- Awareness of the Prevent Agenda
- Awareness of diversity in providing a service that meets a mixed cultural community
- Ability to prioritise work-load

### **Decision Making**

- Ability to identify when information needs to be escalated in a timely manner

### **Creativity and Innovation**

- Being adaptable and flexible in their approach
- Utilising non-managerial support opportunities
- Willingness to undergo appropriate training

<b><u>Job Scope</u></b>		Yes/No
Typical tasks supervised/allocated to others <ul style="list-style-type: none"> <li>• Co-ordination of high-risk, sensitive multi-agency information.</li> </ul>	Budget Holder	No.
	Responsibility	Yes
	Asset Responsibility:	No

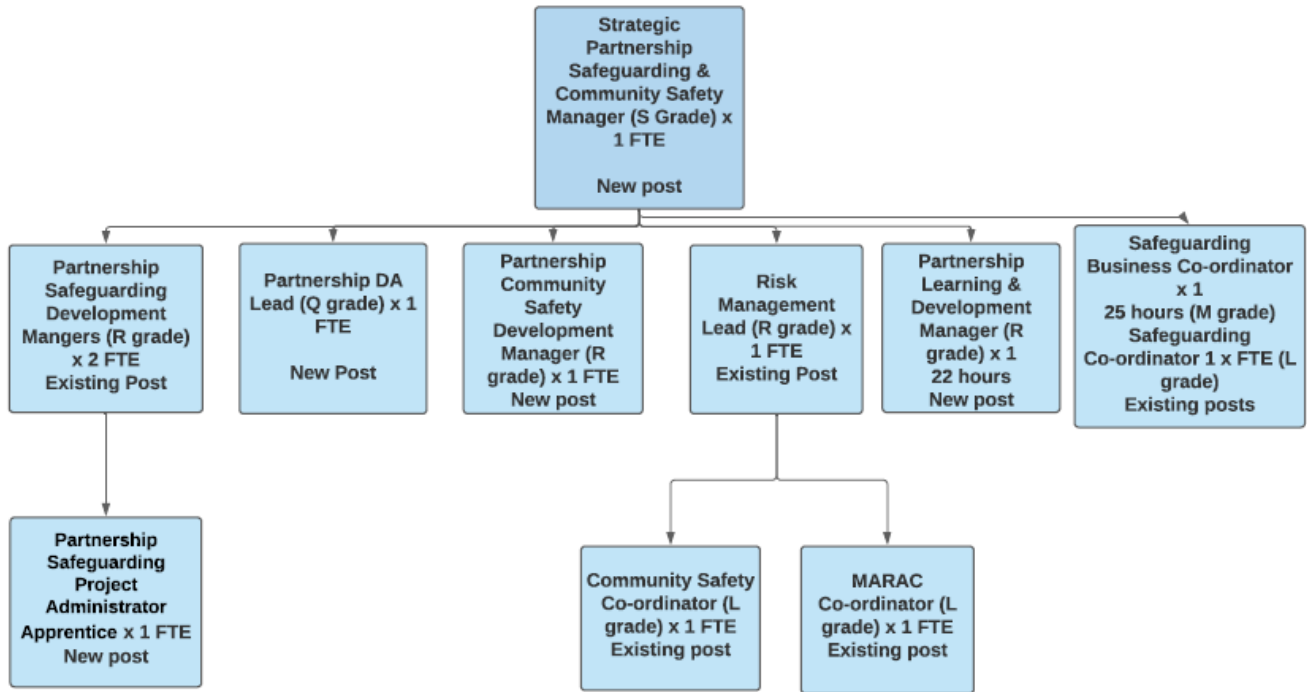
**Values and Behaviours**

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

**Contacts and Relationships**

- Work with the identified multi-agency professionals at various levels of responsibility
- An ability to work with sensitive information



Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	