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| <b>Job Title:</b><br>Community Safety Co-ordinator (MARAC) | <b>Role Profile Number:</b><br>BSN129              |
| <b>Grade:</b> L<br><b>Salary:</b>                          | <b>Date Prepared:</b> May 2020<br>Updated May 2021 |
| <b>Directorate/Group:</b><br>Adult Services                | <b>Reporting to:</b><br>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 co-ordinate and manage the day to day operation of the Multi-Agency Risk Assessment Conferences (MARAC) including community MARAC. Support Community Safety related Multi-Agency meetings including Risk Enablement Panels (REP), Channel Panels and Prevent.

To provide cover as required for the Safeguarding Co-ordinators.

### Key Accountabilities

- The Community Safety Co-ordinator reports to the Risk Management Lead.
- The Co-ordinator will work closely with all professionals involved with the Multi-Agency meetings including MARAC, Risk Enablement Panels (REPs), Channel Panels and Prevent
- To act as a single point of contact for MARAC, REP, Channel and Prevent related enquiries, offering advice on risk assessments, processes and provide details of support agencies as required.
- To assess MARAC, REP, Channel and Prevent referrals for suitability, in consultation with referrers, and seek advice and guidance if necessary
- Provide a lead in the co-ordination and organisation of MARAC, Risk Enablement Panels, Channel Panels and Prevent by effectively processing referrals and preparing meeting agendas in consultation with the chair.
- Facilitate the sharing of very sensitive information securely whilst working to agreed deadlines
- Safely and securely, save and update information to relevant databases and collate data as required and make it available for relevant boards
- Attend meetings to provide support with minute taking (which includes very sensitive and lengthy meetings) and secure distribution of minutes once completed and track and chase action points to

ensure they are completed.

- Co-ordinate sensitive information in a timely manner
- Provide advice and signposting to multi-agency frontline workers as required
- Co-ordinate the up-keep of key partnership contacts for areas of work linked to the community safety agenda e.g. e-mail distribution lists
- Support the creation and distribution of reports
- Support the development of community safety related multi-agency training in collaboration with the Partnership Learning & Development Manager and Risk Management Lead
- Provide cover when required for the Safeguarding Co-ordinators
- Any other tasks as requested by Management for the Partnership Support Unit as and when required.

### **Supplementary Accountabilities**

- Provide a central information point for all issues relating to the Community safety agenda particularly MARAC, Risk Enablement Panel, Channel and Prevent

### **Knowledge & Experience**

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

- Wide experience and knowledge of administrative systems
- Significant experience of and high levels of competence in using information systems and an extensive range of software. (Web development knowledge would be an advantage)
- Experience of taking minutes in complex environments

### **Qualifications**

- Good general education to above GCSE Level (e.g. A Level/ HND/ Degree/ NVQ/ Business or Management Qualifications) 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

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

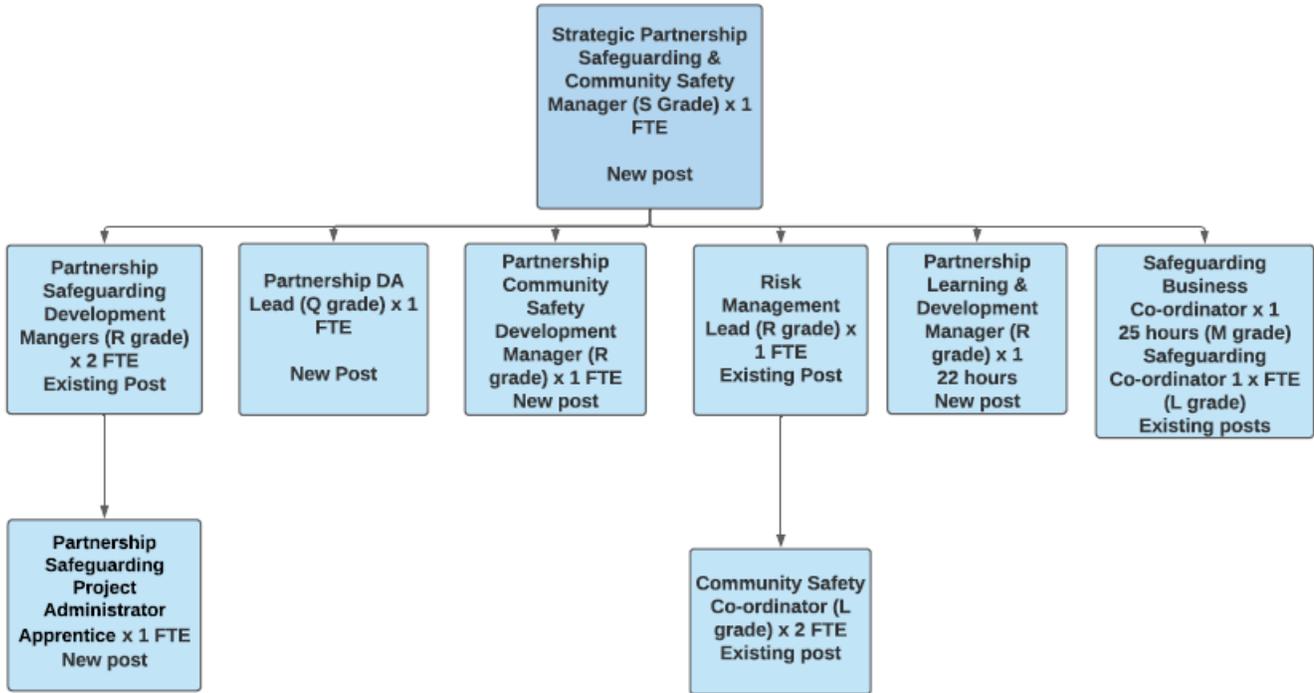
**Contacts and Relationships**

- 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

**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



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