

Role Profile



Job Title: Domestic Abuse Projects Officer	Role Profile Number: SBC_11532
Grade: N	Date Prepared: 09/08/2022
Directorate/Group: Adults	Reporting to: Community Safety Development Manager
Structure Chart attached:	No

Job Purpose

The Domestic Abuse Projects Officer will be primarily working with projects established from the Government's Domestic Abuse Housing Duty funding in order to maximise outcomes.

Working in partnership with key stakeholders and organisations the DA Project Officer will develop, manage, deliver and review activity relating to specific projects and areas of work within a multi-agency environment in order to ensure progress against the activity of the DA strategy and action plan with a particular focus on survivor engagement.

In addition they will support the implementation of the responsibilities under the DA Act 2021 working in partnership with key stakeholders and organisations.

Interpret policy implications of legislation and local and national initiatives which may impact on the Council's services and users, and be able to quickly translate and communicate these learnings.

The post holder will assist with project evaluations to ensure future commissioning of services are fit for purpose.

Ensuring compliance with data returns to Government and other stakeholders.

This is a fixed term contract to help the DA Manager and the DA Board maximise resources and establish a firm base to achieve good future outcomes for victims of DA.

Key Accountabilities

- Ensure the interests of victims and survivors are met as much as possible within the Swindon DA service provision
- Establish a Victim/Survivor Forum for Swindon, where feedback across all services is received and improvements made within services following the feedback. (Continuous Improvement)

- Be aware of best practice in DA and network effectively with other agencies and stakeholders to recommend improvements.
- Assist in the development of strategies and plans that promote DA best practice
- Providing regular reports as required to ensure the successful implementation and completion of projects within defined processes, timescales and budget
- Organise and deliver presentations and engagement activities to a variety of internal and external audiences, including Members, Senior and Corporate Management Teams. Using methods tailored to the needs of the recipient in order to promote a wider understanding and appreciation of projects
- Assist with training as required
- Ensuring the full data returns for Government are collated and completed as required

Supplementary Accountabilities

- Promote equality and diversity best practice in all areas of work
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety
- You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware
- Undertaking any other duties that can be accommodated within the grading level of the post
- Housing is committed to working in a manner, which does not discriminate against any individual or group regardless of ethnic origin, sexual orientation, disability, age, religion or gender

Knowledge & Experience

The individual appointed as DA Projects Officer should have:

Experience

- Experience of working in a Domestic Abuse background and comprehensive knowledge of how the business functions
- Knowledge of current legislation and best practice around DA
- Excellent interpersonal skills and the ability to interact with persons from a wide range of backgrounds.
- Experience of successfully managing and evaluation of projects at a team or organisational level.
- Clear understanding of data management
- Listening to the voice of victims/survivors

- Experience of working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies.
- Excellent verbal and written communication skills, with excellent attention to detail.
- Excellent numeracy and analytical skills
- Ability to travel throughout the Borough

Preferred:

- Experience of working in a similar role

Qualifications

- A Level qualifications or equivalent

Decision Making

- Organising time and ensuring prioritisation of workload to ensure success of many projects running simultaneously
- Deciding, in conjunction with managers, what areas to focus business priorities on

Creativity and Innovation

- Ensure reports are produced and results analysed
- Ensure performance of team continually improves
- Ensuring key messages and updates are provided to staff
- Assist staff with training
- Devise strategies and work on projects
- Research best practice

<p><u>Job Scope</u> Number and types of jobs managed</p> <ul style="list-style-type: none"> • Various projects • Strategic development • Data returns <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • N/A 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility</p>	<p>No</p>
--	---	-----------

Contacts and Relationships

- Officers
- General public
- Members
- Partner Organisations

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