



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Strategic Partnership Manager for Community Safety	Role Profile Number: SBC_11856
Level: 9	Date Prepared: April 2023
Directorate/Group: Adults	Reporting to: Director of Public Health
Structure Chart attached: No	

Job Purpose

- To ensure the Community Safety Partnership operate within strong governance arrangements which deliver improved outcomes and effectively promote the wellbeing and interests of Swindon community
- To provide effective leadership to the Community Safety Partnership and their functions within the legal and regulatory frameworks (Crime and Disorder Act 1998, Anti-Social Behavior Crime and Policing Act 2014), policies and procedures, by managing and coordinating a range of activity within the Partnership Strategic Support Unit.
- To support the chairs of the Community Safety Partnership to act as a strong and independent voice for the Partnership in discharging the community safety duties.
- To ensure that the Community Safety Partnership provides effective challenge and support to the partners in delivering services to the Swindon community including vulnerable adults, children and families in collaboration with other appropriate partnerships.
- To manage the Community Safety Partnership resources and ensure that they are deployed to meet the objectives of the partnership, working groups and the management of the Strategic Support Unit.
- To provide effective leadership and management of the Strategic Support Unit.
- To lead the Risk Management service to ensure Swindon's most at-risk people with complex needs are supported by partners
- To ensure the Community Safety Partnership has an effective performance and quality assurance system which leads to good quality Partnership offers for Communities in Swindon
- To provide advice and expert recommendations with regard to policy and legislation ensuring they keep themselves, staff and the executive partnership up-to-date.
- To have a good line of sight with regard to risk across the system, supporting or directly reporting escalation to the executive partnership if required.
- To ensure the Safeguarding Partnership has an effective performance and quality assurance system

which leads to good quality and safe services for children and adults at risk in Swindon.

- To role model best practice through audit, scrutiny and learning and development with a commitment to continuous improvement.
- To support the practice review for domestic homicides and violent death reviews, offer guidance and advice to the partnership and commission independent reviewers and report authors.
- Be responsible for writing reports for a range of audience's e.g. delivery group, elected members, Police and Crime commissioner.

Key Accountabilities

- To provide leadership to ensure the development and implementation of an agreed vision and strategy for the Community Safety Partnership
- To keep abreast of changes and developments in Government Policy, guidance and research and bring relevant information to the attention of the Community Safety Partnership Executive to ensure professional practice across all agencies with regard to community safety is well informed and up to date
- To support the development and implementation of the Performance and Quality Assurance strategy and framework for the Community Safety Partnership.
- To develop and manage the Community Safety agendas and Board meetings in conjunction with the Chairs.
- To chair any additional Community Safety meetings and sub groups as requested.
- To lead with the Chairs on the development and implementation of the Community Safety Partnership Strategic Plans, Business Plans and Annual Reports to monitor and improve inter-agency actions.
- To commission and support the project management of Domestic Homicide Reviews and implementation of Offensive Weapon Homicide Reviews including:
 - Advising on when to commission a the review
 - Commissioning appropriate Lead Reviewing arrangements with due regard for independence
 - Ensuring all relevant national bodies are informed and appraised of the reviews
 - Ensure the reviews are undertaken in accordance with the national guidance.
 - Ensure any reports / action plans which result from the reviews are endorsed by the Community Safety Executive
 - Ensure actions plans are monitored and learning is embedded to improve practice and outcomes
- To regularly review and support any changes to terms of reference and membership of the Community Safety Partnership Boards and sub-groups ensuring they remain in line with new legislation and guidance as directed by the Community Safety Executive
- To ensure that the statutory purposes of the Community Safety Partnership are reflected in the Strategic Plans, Business Plans and Annual Reports.
- To ensure member agencies of the Community Safety Partnerships are appraised of their roles and responsibilities in relation to key legislation and guidance, and to raise issues of non-compliance for further action to the Community Safety Executive as appropriate.
- To report to the Council Corporate Board , Health and Wellbeing Board and equivalent partner arrangements on the progress of the Community Safety agendas
- To provide a professional advisory service to the Community Safety Executive with regard to

- safeguarding and community safety responsibilities.
- To attract external funding for activities which will further support the achievement of the community safety partnership priorities and manage successful external funding streams.
 - To manage and lead the programme of work commissioned and prioritised by the Community Safety Partnerships
 - To manage and lead information governance for the Partnership and appropriate information sharing arrangements/agreements
 - Maintain and monitor a Risk Register on behalf of the partnership
 - To manage the budget for the partnership arrangement and seek opportunities for income generation.
 - To monitor and support the sub-group chairs within the framework of the Strategic plans and Business Plans, and facilitate effective reporting to the Partnership Boards by the groups chairs.
 - To lead on targeted or themed activity as required to support the Community Safety Partnership in achieving its business [e,g leading task and finish groups]
 - To support the Community Safety and Safeguarding Partnerships in meeting the requirements for a safer workforce [including arrangements for safe recruitment, and effective allegations management]
 - To support and develop policies and procedures as directed by the business needs of the Community Safety Partnership.
 - To facilitate effective communication on community safety partnership activity, to staff in partner agencies, to the community and to children and young people.
 - To lead the development of a Learning and Development Offer that aligns to the priorities and learning for the community safety
 - To support the development and implementation of the Quality assurance and Performance framework and performance reports with the relevant sub groups
 - To advise Executives and partner agencies on any national developments in relation to guidance and legislation relating to the responsibilities of the community safety and the safeguarding agendas.
 - Oversee the development and maintenance of the multi-agency working website, ensuring materials are up to date and relevant to a wide range of audiences
 - To represent the Community Safety Partnerships at regional and national meetings.

Knowledge & Experience

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

- A depth of knowledge and understanding of community safety from a multi-agency perspective.
- Experience of a Community Safety or Criminal Justice Background
- Depth of knowledge of legislation and guidance supporting the community safety agendas.
- An understanding of the role and function of the Community Safety Partnership and the legal framework in which they operate.
- Knowledge of the theoretical basis of community safety including drugs, modern slavery and human trafficking, counter-terrorism and crime and disorder
- Able to facilitate and incorporate engagement with the community, adults, children and young people as appropriate.
- Experience of managing projects and people.

- Experience of managing significant change programmes.
- Ability to work effectively in partnership and build strategic alliances.
- Experience of using quality assurance systems to monitor and evaluate progress.
- Able to analyse and evaluate information.
- Proficient in the use of technology.
- Experience of preparing, writing and presenting business plans, action plans and other reports as required.
- Able to work on a strategic level to effect change.
- Able to plan effectively and set goals and work within timescales.
- Able to communicate effectively and promote the work of the CSP Executive and Partnership
- Able to communicate effectively and present information clearly to a range of audiences
- Ability to write clear and timely reports
- Ability to provide constructive challenge to partner agencies to achieve best outcomes

Qualifications

- Good general education to degree or equivalent complimentary experience.
- Professional qualification in related area
- Evidence of continuous professional development / training

Decision Making

- Demonstrable evidence of successful problem solving.
- Able to manage conflict and identify solutions
- Able to manage some of the inherent tensions in this role of supporting independent challenge of partners.

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

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 4 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Administrative tasks • Quality assurance system • Commissioning of training • Development work 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>£1,500,000</p> <p>None</p>
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Contacts and Relationships

- Provide expert advice to elected members, colleagues, other services areas and other agencies on legislation and policy relating to community safety
- Provide expert advice and guidance to the public, community representatives and voluntary organisations.
- Maintain a strong relationship with both senior strategic and operational officers in the council and other partner agencies.
- Represent Swindon on regional and national forums