

Job description	
Job title	Crime and Communities Area Officer
Grade	Scale (K)
Directorate	Communities and Neighbourhoods
Section/team	Crime and Communities
Accountable to	Principal Crime and Communities Officer
Responsible for	
Date reviewed	05/2022

Purpose of the Job

To work as a member of the Crime and Communities Service delivering a victim focussed response to reported issues of crime and anti-social behaviour. Utilising restorative practice and early interventions to support victims, encourage behavioural change and prevent re-victimisation and to work with alleged offenders to divert them away from crime and anti-social behaviour.

Responses will be proactive and in addition to supporting the objectives of Knowsley Council the post holder will support the activities of the Community Safety Partnership within Knowsley to ensure that victims are adequately supported and those responsible for crime and anti-social behaviour are appropriately challenged. This post will also include engagement with alleged offenders in a challenge and support manner. This post will require excellent multi-agency working and up to date knowledge of services, programmes and strategies across Knowsley and Merseyside.

The post holder will take responsibility for the management of casework relating to anti-social behaviour and crime – victim and offender focussed – and will work closely with partners to reduce re-victimisation and/or re-offending. The post holder will have responsibility for a geographic area within Knowsley on a North, Central or South basis and will be responsible for community engagement, support and problem solving within that locality. It is likely that the post holders will alternate areas during the term of their employment.

The post holder will further be responsible for delivering services throughout Knowsley but may be required to travel outside of Knowsley from time to time, as is required to deliver the duties of this post.



Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To act as Lead Professional to ensure good co-ordination and communication is in place in relation to the management of cases referred into the Crime and Communities Service / Anti-Social Behaviour Team.
2. To promote a victim focused approach to reports of anti-social behaviour and crime within Knowsley.
3. To actively challenge and support those identified as responsible for anti-social behaviour and crime within the communities, this will involve home visits both independently and with partners, as well as engagement within community settings.
4. To liaise with a range of partners including Merseyside Police, the Merseyside Fire and Rescue Service, Registered Providers of Social Housing, the Office of the Police and Crime Commissioner or others to ensure that issues of anti-social behaviour and crime are addressed in a timely manner through appropriate forums, including but not limited to, Risk Assessment Conferences, Problem Solving Groups, Strategy Groups, Child Exploitation or Team around the Family meetings.
5. To act as a single point of contact for elected members and other professionals with regards to low level crime and anti-social behaviour.
6. To demonstrate operational experience and knowledge in all aspects of service delivery to ensure that current policy, legislation and best practice is applied to service delivery.
7. To collate and maintain confidential information relating to specific cases required to deal efficiently and effectively with incidents of crime and anti-social behaviour.
8. To support, develop and deliver a range of Restorative Practices with young people (including offenders), individuals, families and communities in various settings;
9. To regularly advise and regularly liaise with a range of staff and agencies in the co-ordination and delivery of inter-agency prevention and early intervention programmes. This will include, among others, Youth Service, Youth Offending Service, Police, Fire and Rescue Service, Education Services/Schools, Children's Social Care, Adult Social Care, Family First, Housing, Connexions, Health, The Probation Service and agencies from the Voluntary, Community and Faith Sector.

10. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
11. To proactively engage with elected members, resident groups and community organisations in order to implement a preventative and early intervention approach to crime and anti-social behaviour.
12. To contribute to the protection of the public and the safeguarding of children and young people, taking particular account of policy and procedures on the support and management of young people who are vulnerable or present a risk of harm to others
13. Ensure that all Crime and Communities Service information systems are maintained and updated as policy and procedure dictates.
14. To work flexibly to meet the needs of the service. This will encompass some early mornings and evenings.
15. To be based in Huyton but available to deliver services in all areas of the Borough, and outside, as required.
16. To produce performance data as required by the Head of Community Safety or their nominated team manager.
17. To develop and maintain area action plans in respect of the appointed geographic area of responsibility.
18. To maintain a visual presence within the appointed geographic area of responsibility and to lead walkabouts and community engagement sessions as required.
19. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
20. To undertake personal learning and development to address identified learning and development needs of the post holder and the service.
21. To comply with the Standing Orders and Financial Regulations of Knowsley Borough Council, and to ensure that all work functions are undertaken in accordance with Health and Safety legislation, codes of practice and with Knowsley Council's Health and Safety Plan.
22. To undertake any other duties commensurate with the grading of this post, as required by the Head of Community Safety or their delegated Officer.

Health and Safety

To exercise due regard for personal health & safety and comply with all the requirements of Health and Safety legislation and Council Policy bringing issues to the notice of managers and taking appropriate action where necessary.

To be responsible for the health and safety and welfare of all service staff and ensure that all health and safety procedures are adhered to.

To ensure that relevant health and safety policies, risk assessments and procedures are up to date, managed, implemented, communicated and complied with.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.