



Person specification			
Post title	Crime & Communities Area Officer	Grade	K
Service Area	Communities & Neighbourhood	Section/team	Crime & Communities

*** * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * ***

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Minimum 3 years, recent, experience of working within Community Safety to tackle issues of crime/anti-social behaviour.	E	A
S2	The ability to be articulate and accurate in relation to community safety issues.	E	A/I
S3	Experience of case management including undertaking assessments, identifying need and developing multi-agency action plans in partnership with individuals, communities and partner agencies. Experience of utilising case management systems.	D	A/I
S4	Knowledge and understanding of relevant legislation and best practice in relation to restorative justice, anti-social behaviour and community safety partnerships.	D	A/I
S5	Ability to work within a multi-agency team.	E	A/I
S6	Demonstrable understanding of safeguarding the welfare and safety of children and young people.	D	A/I
S7	Experience of attending multi-agency meetings.	E	A/I
S8	Excellent interpersonal and communication skills and good time management.	E	A/I

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S9	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	I
S10	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	I
S11	A demonstrable willingness to share information and work with other people.	E	I
S12	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	I
S13	Have a demonstrable understanding of equality and diversity issues and the ability to demonstrate good practice in this respect	E	A/I
Personal attributes and circumstances			
P1	A flexible approach to working including ability to work core hours 8am - 8pm Monday- Friday and be flexible about work outside these hours depending upon service activity.	Essential	I
Communication			
C1	Ability to engage a range of audiences including community groups, residents, elected members, partner organisations and others	E	I
C2	Ability to communicate via a number of differing mediums including written reports and to deliver to audiences across the borough.	A	I
Qualifications			
Q1	Evidence of relevant professional qualification and/or ongoing continued development relating to anti-social behaviour, crime and/or community engagement.	E	A/C
Q2	Evidence of training in restorative justice.	D	A/I/C
Health and safety			

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H1	Ability to use equipment as instructed and trained. Ability to inform management of any health and safety issues which could place individuals in danger. Ability to undertake risk assessments.	E	A
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A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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