

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | DIVISIONAL MANAGER – Community Safety and Protection Division |
| HBC Grade: | **DM2** |
| Department: | **COMMUNITY & ENVIRONMENT** |
| Division: | **Community Safety and Protection** |

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| **Main Purpose of the Role** |
| 1. This post is one of the Senior Management posts in the Community & Environment department, which report directly to the Operational Director – Community & Environment. The post carries certain specific managerial and operational responsibilities as set out in this job description, together with a requirement for the post holder to contribute to the setting and achievement of departmental and corporate aims and objectives. 2. Responsible for the management and development of the community safety, protection, crime reduction strategy (including the management of the Anti-Social Behaviour team), environmental enforcement, domestic abuse and violence against women and girls (VAWG) service, night time economy and licensing services, CCTV service, emergency planning team and being the named Borough lead for Counter Terrorism prevention work. These are the key responsibilities of this post. For clarity they include the responsibility for disciplinary, health and safety and training and development matters connected to the staff within these areas. 3. Provide strategic leadership, direction and vision to the statutory Community Safety Partnership Board - the Safer Halton Partnership (SHP) and manage the performance monitoring framework for the Partnership. 4. Preparing and implementing partnership strategic assessments, reducing reoffending strategies and community safety plans (Crime & Disorder Act 1998). 5. To lead on the negotiation with all senior managers, police, police crime commissioner and partners, to ensure that they input into local crime reduction strategies in accordance with statutory requirements of S17 of the Crime and Disorder Act 1998, and leading on the delivery of the Councils statutory duties arising out of the Counter Terrorism and Securities act 2015, Serious Violence Duty, Violence against Women and Girls (VAWG), Domestic Abuse and Sexual Violence Act 2015 and the Domestic Abuse Act 2021. 6. Additionally, all Senior Managers of the Council are expected to display a flexible approach in carrying out their duties, which may require them from time to time to carry out the management or operational duties in any area of the Council’s activities as they are directed. 7. It is further expected that all Senior Managers of the Council prepare and present such reports and presentations as are required to carry out their duties at meetings of the Council Committees and Management Team. In carrying out the duties outlined, the post holder will ensure that they are fully aware of Council Policies, Standing Orders and Financial Regulations. 8. Detailed duties and responsibilities relating to this particular post are set out below. |
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| **Key Duties** | |
| **1** | To provide strategic vision, including the formulation of strategic policy matters, within this service area to ensure the highest quality of service is provided to the local community of Halton Borough within the resources available. To provide strategic leadership in the formulation and delivery of a comprehensive range of services including the Serious Organised Crime(SOC) strategy, Anti-Social Behaviour team, Environmental Enforcement, Domestic abuse and VAWG service, Night time economy and licensing, CCTV provision, Emergency Planning and Counter Terrorism prevention work. |
| **2** | In particular to have full operational responsibility for the management and development of the Council’s Community Safety and Protection Division, to lead, motivate, develop and manage all staff within the division including disciplinary, health and safety, training and development matters. To be responsible for the correct operation and appropriate implementation of the Council’s personnel policies and procedures, and to undertake specific duties within such policies and procedures. To be responsible for the overall financial management of the Division. |
| **3** | To take responsibility for procedural matters relating to the appointment and amendments of establishment in the division within the terms of the constitution. |
| **4** | To produce reports and provide strategic policy and technical advice to the Corporate Management Team, Policy and Performance Boards and Executive Board in the relevant service areas. To provide strategic advice to Strategic Directors, Corporate Management Team and Elected Members in all matters relating to the Serious Organised crime strategy, Anti-Social Behaviour team, Environmental Enforcement services, the Domestic abuse and VAWG service, Night time economy and licensing services, CCTV provision, Emergency Planning and Counter Terrorism prevention work. |
| **5** | To direct and develop the activities of the Division within the Directorate’s corporate framework, progressing and implementing the Directorate’s policies and strategies for its services. |
| **6** | To provide the strategic vision and policy formulation to develop and improve the services and to respond to on-going changes and challenges. Ensure proper strategies, policies and procedures are in place to fulfil the aims and objectives of the Community & Environment Service Plan’s and that they are properly communicated to all staff within the Division and properly implemented. |
| **7** | Influence and improve policies and delivery of services in areas of operational management within the Division to improve environmental quality and quality of life for residents, businesses and visitors in the most feasible sustainable way. |
| **8** | To be responsible for ensuring that the Council complies with its statutory requirements within and arising from the Environmental, Transport, Health & Safety and all other Legislation relevant to the Division’s service areas. |
| **9** | To develop best practice in all aspects of community service delivery by comparison with the best performers combined with effective goal setting and to promote and provide a process of continuous improvement, high levels of productivity and quality within the Division. |
| **10** | Support and develop local partnerships developing local targets in response to local needs. |
| **11** | Promote the Divisions external relations with outside bodies, central and local government, industrial and commercial organisations and the public to advise and inform and to ensure that the aims and objectives of the department are understood and implemented. Establish effective internal and external working relationships with other Councils, the Police, the Police Crime Commissioner, fire and rescue services the Liverpool City Region and with other Directorates and centres of excellence within Halton Borough Council, Trade Unions and other relevant stakeholders and funding agencies in order to address strategic, operational, and local issues facing the Borough. |
| **12** | To represent the Council and the Enterprise, Community & Resources Directorate on both internal and external working parties and groups as appropriate to service development or achievement of targets, aims and priorities of the Council. |
| **13** | To be responsible for ensuring that effective procedures and practices are developed, monitored, reviewed and maintained in order that the Council complies with all relevant statutory obligations and guidance concerning the operation and delivery of the Divisions services. Ensure that Risk Assessments of all the Division’s activities are made and kept up to date and maintain and update a register of all assessments as required to comply with the health and safety regulations. |
| **14** | Be responsible for providing other directorates with specialist advice on matters relating to community safety and protection issues |
| **15** | To have overall responsibility for the effective utilisation of Divisional resources, e.g. equipment, vehicles, budgets, training and all income ensuring that appropriate controls and monitoring is in place to maintain levels within budgets projections and standing orders. To be responsible for the councils capital budget spend in relation to the Divisions capital projects. |
| **16** | Liaise with external agencies and bodies as required to carry out the role of Community Safety and Protection Services – Divisional Manager, and to look for opportunities and innovative ways of working which attract external funding thereby maximising the Council’s resources. |
| **17** | Promote the Division’s external relations with the media, central and local government, the Police, Police Crime commissioner, fire and rescue services commerce and trade organisations and the public to inform and to ensure service input into consultative processes. |
| **18** | Represent the Strategic Director or Operational Director at meetings of the Corporate Management Team, Executive Board, or Policy and Performance Board, or similar as and when required. |
| **19** | Be available during out of hours to carry out any duties allocated in a major emergency through membership of the Council’s major emergency response list. |
| **20** | Carry out any other duties that may be required to ensure the effective and efficient operation and management of the Division and the Directorate. |
| **21** | To have a flexible approach in carrying out the above duties and from time to time to carry out management or operational duties in any area of the Council’s activities as directed by the Chief Executive, that are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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|  | **Education** | **Experience** | **Knowledge** | **Skills & Abilities** |
| **ESSENTIAL** | Educated to National Qualification Framework (NQF) level 6 (Degree Level) in a discipline related to management of community service.  Educated to NQF level 5 in a relevant managerial subject. | Possess substantial relevant in-depth experience on issues relevant to the main areas of responsibility and have proven leadership skills. Such experience must have been gained at a senior level in a local authority or organisation of comparable size and complexity. | An advanced level of knowledge of community safety and protection issues including safeguarding of Adults and Children, modern day slavery | Have the ability to fully understand the demands of managing in the democratic process, including an awareness of the political skills required and be able to work with Elected Members. |
| Btec level 5 Professional award in Strategic Management of Community safety | Demonstrable experience within a community safety role such as crime prevention/reduction, anti-social behaviour and use of enforcement powers. | A working knowledge of community safety legislation, including the Crime and disorder act 1998, Anti-social behaviour, crime and policing act 2014, Counter terrorism and security act 2015 and housing acts.  Serious violence duty, Violence against women and girls (VAWG) Domestic abuse and sexual violence act 205 and the domestic Abuse act 2021. |  |
|  | Experience in writing and presenting technical and factual reports to varied groups including senior management and elected members. | A good level of knowledge of relevant employment legislation and how it has to be put into practice within the workplace. | Have effective negotiating skills to manage a diverse and varied workload to meet deadlines and targets, and yet maintain a strategic outlook and approach. Must be rational, ordered and methodical in dealing with a varied and demanding workload, with an ability to pool ideas. |
|  | A minimum of five years of effective and successful managerial experience at a senior level. | An advanced understanding of Health & Safety Law in relation to front line operational service delivery. | Good interpersonal and communication skills, including report writing and an ability to influence and persuade others, to build alliances, networks and partnerships. |
|  | Experience in the supervision and motivation of staff including performance management, personnel development and operation of disciplinary and grievance procedures. | An advanced understanding of Leadership best practice. |  |
|  | Experience of building good working relationships with a variety of partners in the public and private sectors, of negotiating and dealing with trade unions, contractors, suppliers, government agencies, and partnership organisations. |  |  |
|  | Experience of audit compliance, with quality management systems, with benchmarking, with ensuring high productivity and cost effectiveness. |  |  |
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| **DESIRABLE** | Educated to NQF level 6 in a relevant managerial subject. | Awareness of contemporary issues facing local government. | A good knowledge of CONTEST and the 4 strands to the UK counter terrorism strategy. |  |
| BTEC Advanced award in Community safety, crime and nuisance management | Experience of focussing on achievement in a climate of added value and continuous improvement. |  |  |
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| **HOW IDENTIFIED** | Production of qualifications at interview | Application / Interview / Assessment | Application /Interview / Assessment | Application / Interview /Assessment |

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|  | **Other requirements of the post** |
| **ESSENTIAL** | The post is politically restricted. |
| The post holder must hold a full UK driving licence (B)  The post holder will have to undergo the specified vetting process including an initial Local Intelligence Check (LIC) and the Counter-Terrorism Checks Level 3 Vetting. |
| **DESIREABLE** | Member of Chartered Management Institute or similar management organisation. |
| Full/Associate membership of the Institute of Community safety |
| **HOW IDENTIFIED** | Interview / Assessment / Production of documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** | **28/03/2022** |
| **Agreed by:** |  |
| **Grade Ratified** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.