

<b>Job description</b>	
<b>Job title</b>	Safer Communities Service Domestic Abuse Advocate
<b>Grade</b>	Pay Band J / SCP 32-34
<b>Directorate</b>	Community and Neighbourhoods
<b>Section/team</b>	Safer Communities
<b>Accountable to</b>	
<b>Responsible for</b>	Not applicable
<b>Date reviewed</b>	15/10/2018

### **Purpose of the Job**

To work as a member of the Safer 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.

Responses will be proactive and in addition to supporting the objectives of Knowsley Council will support the activities of the Community Safety Partnership within Knowsley to ensure that victims are adequately supported. This post may 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 the Knowsley and Merseyside.

The post holder will take responsibility for the management of casework relating domestic abuse – victim focussed – and will work closely with partners to reduce re-victimisation and/or re-offending.

### **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.

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1. To act as Lead Professional to ensure good co-ordination and communication is in place in relation to the management of cases accepted by the Safer Communities Team.
2. To promote a victim focused approach to reports of domestic abuse in Knowsley.
3. To liaise with key partners including Merseyside Police, Registered Providers of Social Housing, the Office of the Police and Crime Commissioner or others to ensure that issues of domestic abuse are addressed in a timely manner through appropriate forums, including but not limited to, Risk Assessment Conferences, Problem Solving Groups, Strategy Groups or Team around the Family meetings.
4. 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.
5. To collate and maintain confidential information relating to specific cases required to deal efficiently and effectively with incidents of domestic abuse.
6. To 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, Education Services/Schools, Children's Social Care, Adult Social Care, Family First, Housing, Connexions, Health, Probation, CRC and agencies from the Voluntary, Community and Faith Sector.
7. 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.
8. 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
9. Ensure that all Service information systems are maintained and updated as policy and procedure dictates.
10. To work flexibly to meet the needs of the service. This will encompass some early mornings and evenings.
11. To be based in Huyton but available to deliver services in all areas of the Borough, and outside, as required.



12. To produce performance data as required by the Safer Communities Service Manager
13. Casual car user allowance is payable to the post-holder
14. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
15. To undertake personal learning and development to address identified learning and development needs of the post holder and the service.
16. 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.
17. To undertake any other duties commensurate with the grading of this post, as required by the Head of Safer Communities 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.



- **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.