

JOB DESCRIPTION

TITLE: Place Safety Coordinator

VERSION NO: PREF106302

DEPARTMENT: Safer Neighbourhoods

DIVISION: Neighbourhood Services

RESPONSIBLE TO: Community & Strategy Officer

GRADE: L6

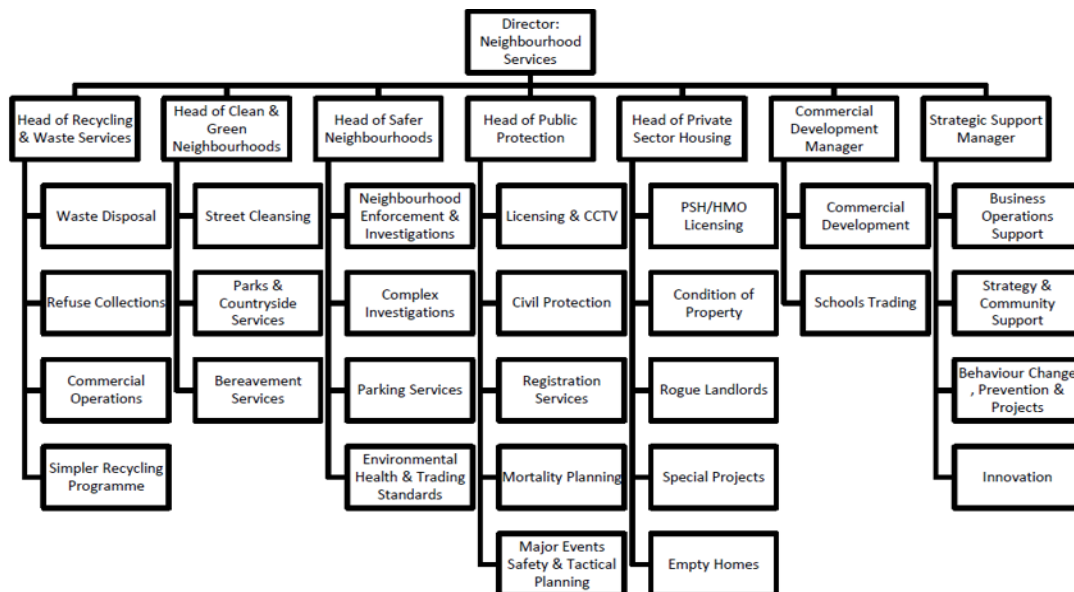
PURPOSE OF POST:

This role sits with Neighbourhood Service. The purpose of this role is to strengthen and improve local neighbourhoods by planning, developing and implementing measures that visibly impact and reduce on matters relating to place safety and to support on the objectives relating to Jobs, Homes & Safety.

The post holder will be required to work on their own initiative, be flexible and highly motivated. It is important that they have a good understanding of the relevant legislation and can apply this to practical situations. Matters of a sensitive, technically complex or confrontational nature will need to be dealt with, requiring a very high level of communication skills, tact, diplomacy and political awareness.

The post holder will deliver a variety of problem-solving techniques, engagement methods and apply their skills to create a visible and lasting difference to communities. With a view of reducing crime & anti-social behaviour, increasing street scene and increasing public confidence in the council.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

%

1. Lead on the co-ordination of place-based safety planning and delivery in identified areas within the borough, by identifying trends and implementing problem solving techniques as appropriate. 35
2. Deliver and co-ordinate multi-agency response to created action plans and facilitate co-ordinated meetings to address local place-based issues. 25
3. Assist in the preparation of and presentation of reports, internally and externally for a range of audiences, including Members, the Community Safety Partnership, Officers and the public, which effectively inform the delivery and update of initiatives. 20
4. To work with colleagues to apply for funding to support the delivery of identified actions plans and to also look at delivering initiatives to create a sustainable solution to place based safety. 15
5. To undertake such other duties and responsibilities commensurate with the grading and nature of the post including associated project coordination to support the wider directorate.

DIMENSIONS:

Supervisory Management: None

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Financial Resources: None. However, post holder will be expected to develop funding bids and ensure any monies are appropriately spent in line with Council's financial regulations.

Physical Resources:

- Work Issued Laptop
- Work Issued Mobile Phone
- Re-deployable CCTV Cameras

Working Environment:

- The post holder will be expected to work indoors and outdoors in all weather conditions, carrying out area based inspections to support delivery of projects to specified areas and issues.

Other:

- The post holder will be able to work flexibly from an office environment or working from home in line with the council's procedures which is 60/40 split.

CONTEXT:

Neighbourhood Services hold a key role in delivering on the council's core responsibilities under Jobs, Safety & Homes along with the 2040 vision. Neighbourhood Services deliver core services around street scene matters including refuse and cleansing, parks, abandoned vehicles and Anti-social Behaviour.

Under the direction of the Safer Neighbourhoods Enforcement Manager the post holder will be required to work in the office and from home. With an emphasis on area-based interventions which will involve community & partnership based meetings and inspections.

The post-holder will be required to make significant and effective contributions to Neighbourhood Services and council priorities relating to place-based issues, bringing a whole system approach to areas.

The postholder will be expected to play a key part in that Neighbourhood Services has essential information at its disposal at all times which is accurate and can be relied upon to form policy decisions and to enable it to take an active role in influencing the work and operation of other bodies and organisations to the benefit of Luton.

The post holder will be required to work as a member of a fully integrated and flexible team, acting as a place safety co-ordinator and problem solver to deal

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with a range of issues, dealing directly with members of the public and business, along with partner agencies both internal and external.

The post holder will be required to use their initiative when identifying reasonable solutions and problem solving across a wide variety of issues.

The post holder will be required to feedback outcomes to area boards, members or other council departments and must do so in a timely fashion.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable operational experience of undertaking projects and initiatives in the field of community safety	1,2	Previous experience of working in local government	1,2
	Demonstrable experience of working with partner agencies and local communities	1.2		
Skills/Abilities	Demonstrable organisational skills, including the ability to manage a varied workload and conflicting deadlines	1,2		
	Able to co-ordinate and manage a group of operational partners and projects to produce positive outcomes in respect of place based issues.	1,2		
	Able to problem solve by analysing complex issues, evaluating options and applying knowledge of the causes whilst identifying patterns of behaviour to implement tangible actions.	1,2		
	Demonstrable verbal and written communication skills - able to consult, influence, negotiate and deal with a range of people. Write clear, concise reports on complex and witness statements issues. Translate and comprehend complex documents.	1,2		
	Able to effectively use the internet, word processor, spreadsheet, database and presentation software.	1,2		
	Demonstrable ability to deal	1,2		

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	assertively, politely and tactfully with a wide range of people. Able to prioritise and manage constant and often conflicting work demands. Demonstrable ability to work with minimal supervision, using initiative to find innovative solutions to issues. Able to work within established procedures. Ability to input and retrieve data from computerised information systems.	1,2 1,2 1,2 1,2		
Equality Issues	Demonstrable understanding of the effects of discrimination on service delivery and on the people you work with	1,2		
Specialist Knowledge	Good understanding of problem solving techniques including SARA and PAT.	1,2	Community demographics	1,2
Education and Training	Relevant professional qualification or equivalent experience	1,2		
Other Requirements	Able to attend sites throughout the Borough when required Attend evening meetings including area committees and ward forums across the borough and beyond as and when required. A suitable vehicle and current	1,2,4 1,2 1,2		

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	driving licence will be required in order to conduct site visits.			
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and the General Data Protection Regulation (2021)