

# Epsom & Ewell Borough Council

## Role Profile

<b>Role Title:</b>	Community Safety and Enforcement Officer
<b>Service:</b>	Housing and Community Services
<b>Location:</b>	Town Hall, The Parade, Epsom, Surrey KT18 5BY
<b>Reporting To:</b>	Public Protection Manager

<b>Role Purpose:</b>	To have a central role in making Epsom and Ewell an even safer place to live and work by advising on and co-ordinating the delivery of community safety and enforcement projects and initiatives.
<i>Why the role exists and its contribution</i>	

### Main Duties and accountabilities

<b>Service Specific</b>	<p>To regularly attend and assist with the management of partner meetings such as Community Harm and Risk Management (CHaRMM), Joint Action Groups (JAG), and be the Council's community safety representative on these.</p> <p>To instigate and support projects aimed at enhancing community safety and effective enforcement within the borough.</p> <p>To take the lead role in day to day community safety enquiries, investigate and enforce allegations of ASB and deal with victims and offenders both alone and as part of a partnership approach.</p> <p>To obtain and analyse data to assist in the development of strategies and future funding bids.</p> <p>To support the local Community Safety Partnership strategic meetings.</p> <p>To act as the primary contact within the Council for a range of key Community Safety issues including Safeguarding, Domestic Abuse, Counter Terrorism, Exploitation, and Serious Organised Crime.</p> <p>To take a lead role in the promotion and enhancement of the Council's safeguarding activities in compliance with legislative obligations.</p> <p>To build capacity within the organisation by delivering relevant training and developing supporting materials and guidance for staff.</p> <p>To play a key role preparing and co-ordinating the Council's response to key Community Safety events and reviews such as the ASB Case Review, Domestic Homicide Reviews etc.</p>
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<b>Corporate</b>	<p>To co-ordinate the Council's objectives and targets in response to identified priorities.</p> <p>Services key internal and partnership groups including preparing and circulating minutes, agendas, mailing lists, action plans and evaluations.</p> <p>Contributes to practical enforcement through occasional front line investigatory and/or enforcement work.</p> <p>To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.</p> <p>To participate in the Council's Civil Emergencies response, including where possible the out of hours arrangements.</p> <p>To maintain professional development (CPD) and attend corporate training as required.</p>
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<b>The key decision making areas in the role</b>
<ul style="list-style-type: none"> <li>• Decisions on the most appropriate course of action for individual antisocial behaviour cases in conjunction with departmental and other internal and external colleagues.</li> <li>• Project based decisions including scheduling, required resources and expected outcomes.</li> <li>• Decisions on the disclosure of information required by partnership agencies.</li> </ul>
<b>Customers and contacts</b>
The general public, statutory and non statutory members of the Community Safety Partnership, internal departmental contacts.

<b>Dimensions of the role</b>	
<b>Financial</b>	<b>Non-financial</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly CHaRMM meetings</li> <li>• JAG meetings</li> <li>• Up to 30 safeguarding priorities per year</li> </ul>

# Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/ Assessment
5 GCSEs (or equivalent) at grade C or above	E	X	
Educated to degree level or equivalent relevant experience	D	X	
Additional specific qualification in a community safety related field	D	X	
<b>Knowledge and Experience</b>			
Previous experience in a community safety, crime reduction or enforcement role	D	X	X
Knowledge of local government structure and procedures	E	X	
Experience of building and maintaining positive working relationships with partner organisations	E	X	X
<b>Skills</b>			
Ability to accurately research, report and summarise on key areas of data and information	E	X	X
Excellent written and verbal communication skills including the ability to prepare and present complex technical and numerical information in an easy to understand way.	E	X	X
Strong collaboration skills including the ability to gain the trust and support of colleagues.	E	X	X
Proven planning and organisational skills including the ability to plan and manage events, training courses and conferences	E		X
Ability to work as an individual or as part of a team	E	X	X
Proficient in a range of IT products including Microsoft Office products	E	X	
<b>Additional Requirements</b>			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Access to a computer at home that is connected to the internet.	E	X	
Legally entitled to work in the UK.	E	X	
Ability to work flexibility including the occasional evening and weekends to attend meetings or events including assisting with elections.	E	X	