

Hertfordshire County Council Job Outline



JOB TITLE: District Community Safety Coordinator

GRADE: Level 9

REPORTS TO: Risk Reduction Manager

TEAM: Fire Prevention

DEPARTMENT: Community Protection Directorate

Purpose of the Job

To Coordinate Community Safety Activity within a designated Fire Service District on behalf of Fire Prevention.

Main Areas of Responsibility

- To deliver the overarching Community Protection Directorate's risk reduction strategy with particular reference to vulnerable groups.
- To act as Safeguarding first point of contact on District, including representing Service at multi-agency meetings, undertake risk assessments and train crews and staff of safeguarding processes.
- To support, facilitate and co-ordinate delivery of district and service wide community safety activity in order to deliver the objectives within the Service Community Safety Plan.
- Attendance at Key Community Safety Partnership Meeting's at District and County Level representing the Fire Service.
- Contribute to the development and implementation of relevant Service policy at station level.
- Provide support / advice to Fire Station teams for community safety activity.
- Support the youth engagement team in delivering youth engagement activity on district including LIFE and Prince's Trust programs.
- Manage and coordinate activity contained within the Community Safety Calendar.
- Identify opportunities for Volunteers to meaningfully contribute to service delivery of all aspects of CFS Work.

- Provide support and resources to volunteer supervisors to enable them to deploy their teams effectively.
- Provide regular updates on district activity and prepare local & county returns for NFCC approved national awareness campaigns.
- Research best practice from other services identifying any opportunities for appropriate initiatives to be adopted by Service.
- Budget Responsibility.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Knowledge

- A good understanding of the Fire Service,
- Good working knowledge of Community Fire Safety,

Skills and abilities.

- Experience as a clear, confident and effective communicator who is able to adapt communication style as appropriate to audience.
- Experience in being able to confidently challenge existing practices, support change and feel comfortable at doing so with managers and staff.
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- Experience in using initiative to identify areas for improvement and undertaking best practice by seeing implementation through to successful conclusion with the ability to take advice and seek support where appropriate.
- Experience of managing multi-agency relationships.
- Able to interpret data and produce performance reports
- Able to work in a way which ensures you do not discriminate against work colleagues or anyone else you come into contact with.
- Ability to plan, prioritise and organise workloads to meet targets and deadlines.

- Able to identify and implement workable solutions to problems and lead in resolving issues by setting business focussed solutions.
- Ability to network and knowledge share across teams to provide a consistent service and encourage best practice.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language

fluently with the general public, verbally and in written format (access needs will be met for those with a disability).