

# Job description

## Community Safety Interventions Case Support Officer

- Grade: SO1
- Reports to: Andrew Morgan - Community Safety Interventions Team Manager
- Direct reports: None
- Your team: Community Safety Interventions Team
- Service area: Community Safety, Security and Resilience
- Directorate: Homes and Neighbourhoods

### Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

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This post requires a DBS check at the appropriate level (Basic)

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This post is designated as politically restricted

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This post is subject to the council's declaration of interest procedure

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

# Overview of the role

Community Safety is a strategic team that supports the Safer Islington Partnership to achieve its overall objectives of reducing crime and disorder in the borough, keeping people safe and bringing offenders to justice. It seeks to do this by:

- Enhancing knowledge and understanding of the human, social and environmental factors that drive crime and anti-social behaviour
- Working with partners (including council services) to develop strategies for addressing the key issues
- Co-ordinating and commissioning multi-agency delivery of appropriate interventions
- Operating a robust performance management framework including accountability for funds provided by Islington council, government departments and the Mayor's Office for Policing and Crime.

## Key responsibilities

- The Intervention Case Support Officer is responsible for overseeing the organisation and management of a wide range of Community Safety Team meetings and interventions. This role includes planning, scheduling, and facilitating meetings, ensuring minutes are recorded, and maintaining attendance records. Your specialist knowledge of ASB and community safety issues will enable you to will work closely with various key stakeholders, including police officers, probation officers, housing representatives, and other community partners to support the objectives of the Community Safety Panels.
- Stakeholder Engagement:
  - Cultivate and maintain a network of partners to share information, attend events and actively participate in LBI's commitment to reduce ASB and violence.
  - Collaborate with members of the Community Safety Core Group, including Police Officers, Probation Officers, MH professionals, Drugs/Alcohol services, 3rd Sector organisations and Housing Representatives among others.
  - Coordinate with external partners and agencies involved in the CS panels.
  - Address and resolve any issues or concerns raised by stakeholders promptly.

### Meeting and Intervention Co-ordination:

- Organise and schedule intervention panels and meetings related to a wide range of community safety issues, including but not limited to Preventing Violent Extremism, Integrated Offender Management, ASB reviews and Hate Crime.
- Ensure all meetings are planned in advance and communicated to relevant stakeholders.
- Prepare and distribute meeting agendas. • Facilitate meetings and professional interventions with partner agencies.

### Record Keeping:

- Document and maintain accurate minutes as well as drive action to ensure effective intervention takes place.
- Track attendance and ensure the correct partners are working to reduce the risk of crime and anti-social behaviour.
- Ensure all records are updated and stored securely • Maintain and update a detailed planner and action plans for all core meetings scheduled.
- Ensure all necessary documents and materials are prepared and available for each meeting.
- Assist in the development and implementation of CS panels initiatives, training etc
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

## Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

### Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

**Knowledge, experience, and skills (No more than 12 is advised – use 'tab' to create a new line when needed)**

Point	Criteria description	Essential/desirable
1	Experience of working in a multi-agency setting within community safety, criminal justice or housing in the statutory or voluntary sector.	Essential
2	Experience of working as part of a team as well as working on own initiative.	Essential
3	Experience of planning, managing and monitoring projects and interventions to a high standard.	Essential
4	Experience of managing a range of projects with competing priorities to challenging deadlines.	Essential
5	Excellent inter-personal and communication skills, both written and verbal, and the ability to communicate and present ideas and issues to a wide range of individuals and groups.	Essential
6	Excellent organisational skills, managing a range of interventions and holding partners to account for delivery.	Essential

Point	Criteria description	Essential/desirable
7	Ability to adopt a flexible approach to work, including willingness and ability to work evenings and weekends if required to meet the needs of the service.	Essential
8	Ability to form good working relationships at all levels within organisations and managing a range of stakeholders.	Essential
9	Ability to prioritise and manage workloads to meet challenging deadlines.	Essential
10	Have an awareness of, and actively support, the council's 'Dignity For All' policy	Essential
11	This role will require you to obtain a Basic satisfactory clearance from the Disclosure and Barring Service	Essential

### Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.