

## Job Description



<b>Job Title:</b> Community Resilience Officer	<b>Service Area:</b> Environment and Sustainable Transport
<b>Division/Section:</b> Community Safety	<b>Job Number:</b> <b>Job Evaluation Number:</b>
<b>Grade: PO2</b>	<b>Date last updated: 22/03/23</b>

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### Overall Purpose of Job

To work with individuals and organisations across Newham's diverse communities to improve resilience to violent extremism. This work will be closely linked to Newham's overall approach to community cohesion and will also involve extensive awareness raising activities primary focused on third sector, youth and community based organisations.

## **Job Context**

1. The post holder reports to the Community Resilience Manager.
2. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To assist in the development and implementation of a community resilience plan that will set out activities to help improve awareness of cohesion issues in Newham.
2. To support local third sector organisations in building resilience to messages of violent extremism, including delivering support packages, training and guidance to the education sector.
3. To develop and deliver a training and awareness programme aimed at front line London Borough of Newham staff to ensure a common approach to community resilience and to raise awareness of violent extremism related issues.
4. To help in tailoring intervention pathways for individuals identified through the Channel Process and help deliver interventions as directed by the Channel Steering Group.
6. To support the effective working of the council's corporate project and programme management arrangements with particular regard to partnership working between the council and the police, as well as other partners where appropriate.
7. To maintain a detailed working knowledge of national developments in the Preventing Violent Extremism agenda.
8. To maintain an excellent understanding of Newham and its diverse communities, as well as providing informed advice on community resilience issues to senior officers where required.
9. To carry out other duties or tasks within the scope of the Safer Newham Partnerships Team as required.

The above list is intended as a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

#### Person Specification:

- 1) Must be educated to at least degree level, preferably in a social science discipline.
- 2) Must be able to illustrate an active interest in preventing extremism related issues and, preferably, have some experience of working in this area.
- 3) Possess excellent communication skills, both oral and written, as well as an ability to explain complex concepts in an easy to understand manner.

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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b></p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	

<p><b>KNOWLEDGE:</b></p> <ol style="list-style-type: none"> <li>1. Good knowledge of crime &amp; disorder and community cohesion issues, including an understanding of national policies, their application at local level, the roles of local authorities, the police &amp; other agencies.</li> <li>2. Understanding of Local Strategic Partnerships, their delivery mechanisms &amp; associated funding streams.</li> <li>3. Understanding of Newham's approach to equalities and cohesion.</li> </ol>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p>
<p><b>QUALIFICATIONS:</b></p> <p>Qualification and/or experience in a similar field.</p>	<p>Application Form</p>
<p><b>EXPERIENCE:</b></p> <ol style="list-style-type: none"> <li>1. Experience of working in a community engagement or closely related field in a local authority or similar setting, with experience of working with schools and colleges being an advantage.</li> <li>2. Experience of preparing &amp; presenting complex reports &amp; making recommendations for change to senior</li> </ol>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>

<p>managers &amp; elected members.</p> <p>3. Experience of the ability to plan, manage, monitor &amp; deliver projects &amp; work programmes on time &amp; to specification despite constraints or obstacles.</p>	<p>Application Form / Interview</p>
<p><b>SKILLS &amp; ABILITIES:</b></p> <p>1. Excellent communications skills, including the ability to write clear &amp; precise reports, present well at meetings &amp; deliver presentations to a variety of audiences.</p> <p>2. Ability to negotiate with managers at senior levels in a variety of agencies.</p> <p>3. Ability to work across agencies and within the community.</p> <p>4. Ability to work on a number of complex projects simultaneously &amp; respond quickly to changing priorities under pressure.</p> <p>5. Ability to analyse &amp; evaluate information &amp; to make sound judgements after careful &amp; systematic consideration of relevant information.</p> <p>6. Ability to plan delivery of responsibilities within the context of wider council objectives.</p> <p>7. Ability to build effective &amp; productive working relationships with people at all levels internally &amp; externally, including the ability to deal effectively with the communication needs of different internal &amp; external groups.</p> <p>8. Ability to think laterally, to develop creative &amp; innovative solutions.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p>
<p><b>PERSONAL STYLE &amp; BEHAVIOUR:</b></p> <p>1. A willingness &amp; ability to pursue matters on behalf of Policy, Partnerships &amp; Communications &amp; to represent corporate interests.</p> <p>2. Commitment &amp; ability to contribute to the Council's vision, values &amp; priorities.</p>	<p>Interview</p> <p>Application Form / Interview</p>

3. Ability to act in a professional manner, setting an example to other staff.	Interview
4. Ability to know when to draw sensitive matters to the attention of managers.	Interview

