

# Job Description



<b>Job Title:</b> Head of Community Safety & Corporate Resilience	<b>Service Area:</b> Community Safety Service	
<b>Directorate:</b> Environment & Sustainable Transport	<b>Post Number:</b>	<b>Evaluation Number:</b> LBN608
<b>Grade: SMRB</b>	<b>Date last updated:</b> March 2024	

## Overall Purpose of Job

The purpose of the role, as Head of Service, is two-fold:

- To promote community safety, engagement and empowerment, and to build resilience within and among communities, particularly in relation to Anti-Social Behaviour, vulnerability to exploitation and low-level criminality. This include having due regard to the need to prevent people from being drawn into terrorism.
- To build corporate resilience across the organisation, ensuring that Council services have in place relevant plans to deal with service disruption and that Newham Council meet its obligations under the Civil Contingencies Act 2004. This means having the ability to prepare for and respond to emergencies in the borough effectively and in full harmony with other involved organisations.

This means maintaining all necessary partnership arrangements with Category 1 and 2 responders and leading the work with public sector partners, local residents and other stakeholders to understand community vulnerabilities, and to promote and deliver creative and innovative ways of increasing residents' resilience.

It also means working with colleagues across the Council to ensure that an Emergency Plan and corporate Business Continuity Management Plan are produced, reviewed and amended in accordance with the agreed cycle, and that all directorates within the Council comply with the requirements.

## Job Context

1. The post-holder reports to the Director of Community Safety and will be part of the Community Safety Service management team, with the expectation to assist in understanding service data requirements, intelligence gaps and additional data sources.
2. The post-holder has direct line management responsibility for five staff members including the Corporate and Community Resilience Advisors and the Community Safety Manager and their staff.
3. The post-holder will also be responsible for managing any trainees, apprentices, consultants and contractors engaged to help deliver the community and corporate

resilience work, including emergency planning and business continuity management functions.

4. There will be an occasional requirement for the post-holder to work outside normal office hours, including some evenings and weekend.

## **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.

To undertake all responsibilities listed below:

1. To oversee the thematic Community Safety function within the Council and contribute, at a senior level, to the development of strategies across the local authority and wider partnership.
2. Promote community engagement and empowerment, particularly in relation to building community resilience and capacity.
3. Ensure the effective functioning of the Community Safety Partnership through annual assessment of local crime and disorder priorities and consultation with partners and the local community. This will be followed by development of annual action plans, setting out the Community Safety Partnership's strategic and delivery intentions to deal with issues such as anti-social behaviour, gender based & serious violence, modern slavery, substance misuse, violence and re-offending.
4. Work with affiliate groups of the Council and its partners to ensure that services and projects are developed and delivered to meet the needs of the local Community Safety Partnership in respect of the Partnership's priorities.
5. Work with public sector partners, local residents, the voluntary sector and other key stakeholders to promote and deliver creative and innovative ways of addressing local problems, issues and needs, ensuring that service and projects are developed and delivered that meet the needs of the local community.
6. Enhance the Council's and partners' understanding of (and responsiveness to) the needs of local communities, and empower local people to help themselves and their communities.
7. To identify and maximise the use external funding streams in support of achieving better community safety outcomes for the communities of Newham.
8. Take overall responsibility for the provision of relevant materials to support the publication of risk assessments, emergency plans and business continuity procedures.
9. Lead on coordinating the Council's contribution to the development and implementation of effective arrangements for pan-London local authority and multiagency responses to emergencies, participating in (and, where appropriate, leading) committees and working groups, often including executive officers of other local authorities and equivalent officers from partner organisations.
10. To assume overall responsibility for the design and delivery of a comprehensive training and exercise program for those involved in emergency response and business continuity management across the authority.

11. Provide advice guidance and assistance in the formulation of business continuity plans and other plans as required and act as the Councils Business Continuity Coordinator (as defined by the Civil Contingencies Act 2004).
12. Oversee all systems necessary for the successful operation of the service, including leading on the maintenance of the Borough Emergency Control Centre (BECC) capabilities. As required, manage the activation and subsequent running of the BECC and provide advice to the Chief Executive on the Council's strategic response, and the coordination of that response with other local authorities and partners, locally, regionally and nationally.
13. Participate in the organisation of multi-agency exercises to test joint emergency plans, ensuring that at least two exercises are organised for a calendar year to validate the Council's emergency and business continuity plan including their integration with the plans of other agencies.
14. Promote emergency planning and business continuity management within the local business community and voluntary sector (taking account of the Civil Contingencies Act), by organising and participating in seminars and presentation for businesses and community groups.
15. Chair the Borough's Resilience Forum and the Corporate Resilience Board and ensure an effective multi-agency response is coordinated to all resilience issues affecting the borough and that effective multi-agency planning is in place so that all major events in the borough pass off successfully and safely.
16. In conjunction with other Category 1 and 2 responders, develop and maintain appropriate emergency plans, counter-measures to specific risks identified, and methods of warning and informing the public about actual and potential emergencies, as required by the Civil Contingencies Act.
17. Represent the London borough of Newham on various local, region and national forums and any relevant sub-committees and working groups, taking a leadership role where appropriate. This applies to both community safety as well as emergency planning.
18. Be on call as the Council's Emergency Planning Officer on a rota basis as required.
19. Prepare reports, sometimes of a technical nature, to Council committees, partnership boards, relevant government departments and other stakeholders as appropriate.

## **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.

# Person Specification



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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
<b>KNOWLEDGE:</b> <ul style="list-style-type: none"><li>• Educated to degree level or higher or equivalent experience.</li><li>• The post-holder must demonstrate an advanced level of literacy and numeracy</li><li>• A strong understanding of Community Safety issues, relevant statutory partnerships and duties.</li><li>• The post-holder will be required to undertake and successfully complete relevant training provided by the Emergency Planning College</li><li>• Although not essential a graduate qualification or equivalent in the relevant subject area would be desirable for the spouse</li><li>• Although not essential a project management qualification would be desirable for this post.</li></ul>	Application Form  Application Form/Interview/Test

<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Proven experience of developing strategies &amp; plans and achieving positive outcomes as result of their delivery.</li> <li>• Proven experience of working in Emergency Planning, Community Safety, and/or associated fields.</li> <li>• Excellent knowledge and proven application of a wide range of methods and channels for engaging with diverse stakeholders, including “hard to reach” communities.</li> <li>• Proven track record of successful multi-agency working, including experience of leading multi-disciplinary project teams and forums involving a wide range of different organisations and disciplines.</li> <li>• Clear knowledge and appreciation of the voluntary and</li> </ul>	<p>Application Form/Interview</p>
<p>community sectors and how they fit with, complements and adds value to the work of the Council and its partners.</p> <ul style="list-style-type: none"> <li>• Demonstrable experience of developing the capacity of local communities to respond effectively to local issues and to help themselves and each other to address local needs and priorities.</li> <li>• Knowledge and understanding of (or ability to gain quickly), the Civil Contingencies Act, Control Of Major Accident Hazard (COMAH) Regulations 1999, the Pipeline Safety Regulations (PSR) 1996, the Radiation (Emergency Preparedness and Public Information) Regulations (REPPIR), the Counter Terrorism and Security Act 2015.</li> <li>• Experience of successful planning and management of large budgets, including implementation and application of robust budgetary control processes, managing public sector commissioning and grant-giving arrangements, with experience of negotiating revised terms as necessary.</li> <li>• Self-motivated and able to work on own initiative</li> <li>• Computer literacy, including the efficient and effective use of Microsoft office products.</li> </ul>	
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills (both oral and written) and the ability to engage and build strong relationships with a wide range of stakeholders.</li> <li>• Excellent interpersonal skills, enabling the post-holder to influence successfully at all levels, across multiple organisations.</li> <li>• Effective negotiation and mediation skills</li> <li>• Proven ability to produce timely, concise and accessible reports for staff at all levels of seniority.</li> <li>• Ability to negotiate with and influence managers</li> </ul>	<p>Application Form/Interview</p>

<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Ability to establish good relationships with colleagues and stakeholders.</li> <li>• Ability to organise own workload and meet targets</li> <li>• Ability to maintain confidentiality with regard to secure data and communications.</li> </ul>	<p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• There will be a regular requirement to be “on call” outside of normal business hours as the Councils Emergency Planning Officer. For this, a standby payment will be made.</li> <li>• There may be occasional need to attend meetings outside of normal hours of working.</li> <li>• The post-holder will on occasions be required to visit different sites, so the post-holder must either have a valid driving license and the ability to use their own vehicle or a pool car for work purposes, or be able to make alternative transport arrangements.</li> </ul>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage, as applicable</p>
<ul style="list-style-type: none"> <li>• This post is subject to a standard DBS check.</li> <li>• The Local Government &amp; Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment.</li> <li>• This post is exempt from The Rehabilitation of Offenders Act (1974).</li> <li>• The post-holder is expected to understand and comply with the requirements of the Health and Safety at Work Act 1974.</li> <li>• The post-holder is required to commit to the Council’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application.</li> </ul>	