

JOB DESCRIPTION



Job Title Community Safety Partnership (CSP) Business Support

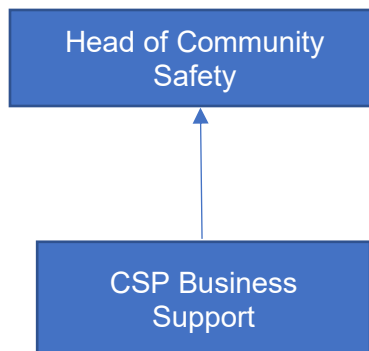
Salary £7,986 - £9,357 plus LWA £254 p.a.

Directorate:	People	Section/Location:	Community Safety
Grade/Salary Range	I (£19,698 - £23,080 FTE) Pro-rata for 15 hours per week	Work style:	Home-Flex

Key Objectives of the role

- To support the Domestic Abuse Executive group with ensuring that the Council meets its statutory duties under the new DA Act 2021
- To work as a member of the Community Safety Team providing comprehensive business support to CSP to deliver against its community safety priorities

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Provide administrative support to the Domestic Abuse Executive Group where required to ensure BFC compliance with the Safe Accommodation Duty contained in the Domestic Abuse Act 2021
- Collection and collation of quarterly performance data for the CSP
- Co-ordination of paperwork in liaison with Democratic Services and the Head of Community Safety for quarterly Steering Group meetings
- Arrangement of CSP Workshops including sending out of invites, liaison with contributors and preparation of summary notes
- Sending out reminders for annual report submission to CSP
- Arrangement of multi-agency meetings on Microsoft Outlook or Microsoft Teams
- Note-taking at meetings including completion of Action Logs and collecting updates from partners prior to meetings

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- Undertaking research on the internet on relevant topics and summarising the research into key points
 - Compilation of PowerPoint presentations on various topics in conjunction with team members
 - Compilation of schedules and templates suitable for information collection
 - Compilation of consultations on Council software (training provided)
 - Sending out group e-mails and making enquiries with partners
 - Collating responses to requests

Scope of role

There are no budgetary responsibilities.

The post-holder is expected to demonstrate Bracknell Forest Council's Values and Behaviours in the fulfilment of their tasks.

The post-holder is expected to commit to work within the bounds of the Data Protection Act and GDPR legislation.

All employees working with children, young people and adults at risk having a responsibility for safeguarding and promoting their welfare.

The post-holder will be expected to undertake other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

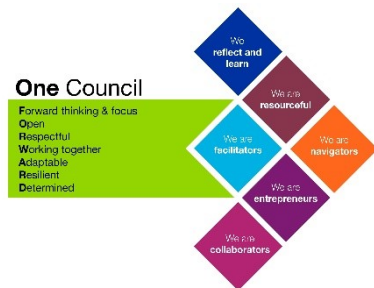
PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	5 GCSEs (Grade C or above) or equivalent including Maths and English	Experience of working in a local government environment
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to demonstrate experience of the following:</p> <p>IT literacy and competency in the use of Word, Excel, PowerPoint and Microsoft Outlook</p> <p>Excellent administration skills including e-mail and telephone communication</p> <p>Awareness of the importance of confidentiality</p> <p>Ability to work effectively within a team and using own initiative without supervision</p> <p>Effective time management and attention to detail</p> <p>Ability to prioritise effectively in a busy work environment</p> <p>Excellent organisation skills</p> <p>Experience of communicating effectively with staff and the public</p> <p>Research skills and evidence gathering</p>	<p>Knowledge of the crime and anti-social behaviour legislation relevant to the CSP's work</p> <p>Evidence of strong personal organisational skills, including prioritisation and time management</p> <p>Experience of handling sensitive and confidential information</p> <p>Experience of building sound working relationships</p>

	including using the internet
Work-related Personal Requirements	<p>A flexible approach at all times</p> <p>Ability to work effectively in a busy and demanding environment</p> <p>A professional attitude at all times</p> <p>Commitment to undertake training that is essential in carrying out the tasks required</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p>

KEY CRITERIA **ESSENTIAL** **DESIRABLE**

Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.