

JOB DESCRIPTION



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| Post title | National Development Officer |
| Agency | Scottish Community Safety Network |
| Responsible To | Development Manager |
| Duration | Permanent |
| Salary | £29,000 |

Purpose of Job

The post holder will contribute to the development and implementation of the Scottish Community Safety Network's (SCSN) vision, strategic and business plans.

To undertake projects or programmes necessary for the delivery of strategic priorities within the field of community safety.

Act as Lead Officer in key areas of community safety e.g. preventing Unintentional Ham and Injury

The post holder will be expected to carryout duties within the broad range of community safety policy and practice.

Major Tasks

Contribute to the continuous development of the Scottish Community Safety Network (SCSN) services at a national level regarding facilitating information exchanges through developing policy and practice papers for the wider community safety network.

Participate in and support multi-agency arrangements and projects as required to deliver the strategic aims of the Company supporting National and Regional groups in relation to the implementation of the Building Safer Communities ambition including water safety and road safety.

Supporting Home Safety Scotland.

Identify community safety needs and to make recommendations on measures or projects to address these needs.

Job Activities

To identify community safety needs and to make recommendations on measures or projects to address these needs.

To develop and provide advice/guidance to a range of community safety officers with the aim of delivering the Company's aims and securing a high level of customer service excellence.

To support and assist other staff and relevant partners in delivering a high standard of community safety services.

To provide advice to colleagues and senior managers on complex issues within the post holder remit. This may include detailed performance information in respect of relevant services.

To monitor and evaluate programmes, projects or initiatives which implement or are relevant to the strategic aims of the SCSN.

Participate in and support multi-agency arrangements and projects as required to deliver the strategic aims of the Company, supporting National and Regional groups in relation to the implementation of the National Strategies.

Representing SCSN in relation to specific policy areas/specialism and make professional presentations to both internal and external audiences.

Providing a strategic link to SCSN partner organisations, developing collaborative working relationships and exploiting opportunities.

Taking a lead role in supporting the Building Safer Communities ambitions.

Supporting Home Safety Scotland.

Contribute to the continuous development of the Scottish Community Safety Network (SCSN) services at a national level regarding facilitating information exchanges through developing policy and practice papers for the wider community safety network.

To prepare a broad range of reports, policy documents and other materials providing analysis, context and advice on often complex issues.

Preparing briefing papers on national policy and national consultations, including articles for publications.

Undertake other relevant duties in accordance with the function and grading of the post as required.

The post holder will demonstrate customer service excellence.

Supervision and Management of People

None

Complexity

The post will cover a diverse range of functions across the overall work of SCSN and the post holder will need to be politically aware and be fully conversant with the operations of SCSN.

The post holder will deal with a range of services and partners at all levels within an extensive range of partner organisations and will require to establish good working arrangements and demonstrate an understanding of the perspective and organisational priorities of these partners/services.

The post holder will be responsible for the co-ordination and planning of a diverse range of services directly and in partnership with other agencies within a complex and developing legislative and policy framework.

Internal/External Communication

The post holder will be required to prepare analysis, recommendations and reports on complex policy, strategic and operational issues which reflect agreed or proposed outcomes, performance and policy issues.

The post holder will be required to develop and maintain positive professional relationships with a wide variety of stakeholders and interest groups such that they are well informed and are able to represent and negotiate effectively on behalf of the Company.

Knowledge of project management is required. The post holder must be able to demonstrate high levels of operational knowledge and competence whilst contributing to the strategic direction of the business.

Contacts and Relationships

The post holder will be required to develop and maintain effective relationships with a wide range of people and organisations in the voluntary, statutory and private sector.

The post holder will be required to develop, lead or contribute to multi agency groups in order to take forward service design, policy development and contribute to initiatives.

Supervision Received

The post holder will normally organise their workload within an agreed framework and with limited supervision. A degree of self-management is provided to ensure that the post holder can meet changing demands upon their time.

The post holder will meet regularly with the SCSN Development Manager to review progress against agreed objectives and seek advice on complex or unusual issues.

Decisions

The post holder will operate within agreed programmes and objectives of SCSN. Within that context a range of choices or options may present, and the post holder will advise or recommend a specific course of action. Such recommendations should be discussed and agreed with managers and or agreed as a formal company policy.

Resources

Responsible for the equipment and materials associated with the post. On occasions this includes confidential materials.

Environment – Work Demands

Demand is generally constant with different aspects of the post holder's role being prioritised depending on circumstances. The post holder will be working across several projects or work tasks simultaneously and will be required to manage their own time accordingly.

Knowledge and Skills

Educated to degree level in an appropriate discipline. Alternatively demonstrated significant experience in the field of community safety may be considered in place of the above qualification.

Knowledge of community safety policy at a national and local level.

An understanding of legislation which impacts on community safety activities.

Ability to organise and motivate activity within partnerships which delivers upon SCSN and community safety priorities

Experience

Experience of partnership and collaborative working.

Practical experience of community engagement models and practice.

Experience of performance monitoring frameworks and/or strategic needs assessment approaches are essential.

Experience of writing strategic policy documents and data collection.

Experience of developing and delivering a high level of professional and practical training for staff and others.

Experience of working in the public and/or voluntary sector.

Previous practical experience in developing multi-agency forums and in organising events.

Experience on developing, implementing and evaluating policies and strategies.

Personal Qualities

The ability to develop and maintain strong client and partner relationships

Strong interpersonal skills including communicating with a range of stakeholders and partners

Ability to work effectively with in a small team

Excellent Customer Service