Updated October24

Job Summary

Post Title	Community Warden	**Pay Grade**	Grade 4
Directorate **Service Area**	Adults and Health Strategy, Improvement and Community Support	**Line Manager**	Community Safety Team Leader
Post Number/s (Mandatory for existing posts, If multiple posts state all)	**91147157, 91147158** **91137736, 91142843**	**If existing post is the post title changing? If yes state both**	Y Existing Post and Title (change from career Grade 3-4 to Grade 4)
JE/GAR reference number (Mandatory for existing posts)		**Work Location (state Council office)**	Denmark Street Office (if in South Team) and Gateway (if in North Team)
Work style (Delete as applicable)	Mobile	**Job Family & Role Profile**	Community and Engagement CCE04O
DBS Check Required? (Delete as applicable)	YES If YES state level of DBS required: Basic		
Politically Restricted Post? (Delete as applicable)	No *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context
• To provide a reassuring visible presence in the community, deter crime and anti-social behaviour, reduce the fear of crime. • To foster community cohesion and development and to take enforcement action as required. • Work with police , businesses , voluntary community and social enterprises, other council services to minimise the impact of crime and antisocial behaviour within Buckinghamshire.
Main Responsibilities and Duties
• Plan, organise and deliver own work to support the delivery of the regulatory, statutory, legal and compliance service and ensure completion of tasks within required standards and timescales, accommodating changes to priorities. • Keep up to date with developments in the area of on street enforcement both locally and nationally, maintaining an appropriate level of personal expertise and an up to date knowledge base. • Investigate and identify compliance / legal issues within area of responsibility, including where required, more complex / serious issues. Seek further advice / guidance when required. Determine the data and

tools / techniques required from within those appropriate to the scope of the role. Record details and assess against relevant regulations, legislation and / or compliance procedures. Undertake tests, inspections, reviews, interviews and audits according to procedure.

- Collate, enter, process and analyse information / evidence to support own / others decision making using the appropriate systems.
- Research and evaluate information as required. Legal, regulatory best practice / precedents are clarified. Work with partner organisations as required.
- Provide timely and accurate advice to customers and stakeholders. Identify potential issues and offer possible solutions, taking appropriate action to resolve, escalate or report. Where appropriate challenge existing practices. Respond to and investigate enquiries / complaints.
- May represent the Council at inquiries / court to present prepared evidence.
- Where necessary, take appropriate action to ensure / support enforcement of, or compliance with regulations.
- Identify, assess and mitigate any risks associated with the operation of the service / facility ensuring compliance with health and safety (and other compliances) and ensuring that stakeholders are aware of all safety and security issues and understand their obligations. Maintain security of information / assets.
- Maintain all required records and information, adhering to all procedures relating to recording and processing. Analyse and interpret complex information, for input into reports and recommendations. Provide accurate, complete and relevant information / records / reports for internal and/or external use.
- Plan and undertake external visits to support service delivery.
- Assist with the promotion and distribution of information / materials to customers and stakeholders.
- Identify and recommend improvements in procedures, processes and / or systems. Support the delivery of improvements in own area.
- Contribute to the planning and delivery of projects / service initiatives as part of a project team.
- Support others in their development (e.g. through sharing knowledge, skills and experience, acting as a coach or mentor, or providing feedback).
- Provide technical and procedural advice and support to colleagues, partners and stakeholders.
- Represent specialist area at internal or external events maintaining or enhancing work area reputation. Liaise with other organisations / stakeholders to share accurate information.
- Effectively support partnership working within area of responsibility as required. Where appropriate, support partners to implement authorised enforcement / penalty decisions and improvement notices.
- Contribute to planning of service delivery and wider communications of community safety.
- Process and support reconciliation of financial transactions relating to enforcement activity in accordance with Council procedures.

Accountability

- This role does not manage a budget
- This role does not monitor a budget
- This role does not have any direct reports
- This role does not have any indirect reports

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Post Holder will be required to plan daily deployments in line with council and police intelligence reports, to address emerging crime and Anti-Social behaviour issues within Buckinghamshire.
1 year		

	3-5 years		

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience *(taken from role profile to complete)*	**Job Specific Examples**	**Essential**	**Desirable**
• Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles.	✓ Progress from community-facing roles to independently managing anti-social behaviour incidents, gathering evidence, issuing warnings/FPNs, and supporting partnership operations with Police and Council teams.	✓	
• Authoritative knowledge of the service area and relevant processes, standards and regulations, specialist work area and relevant legislation, regulations, processes, systems, procedures and standards.	✓ Apply knowledge of ASB legislation (PSPOs, Community Protection Notices, FPNs) to enforce regulations appropriately, ensuring compliance with Council procedures, evidence standards and GDPR requirements.	✓	
• Awareness of other areas of the authority relevant to the service.	✓ Liaise with Housing, Environmental Health, Licensing and Waste teams to resolve issues such as fly-tipping, nuisance behaviour, and tenancy breaches, ensuring a coordinated response.	✓	

• Experience of monitoring and evaluating work.	✓ Monitor ASB hotspots and reviewed incident data and patrol logs to adjust patrol routes and target repeat problem locations more effectively.	✓	
• Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	✓ Clearly explain enforcement actions and legal powers (e.g. FPNs, PSPO breaches) to members of the public in a calm, professional and understandable way.	✓	
• Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	✓ Produce detailed pocket notebook entries, incident reports and witness statements suitable for court, ensuring all information was accurate and compliant.	✓	
•Experience in the research, analyse and presentation of information.	✓ Gather intelligence from Police briefings, CCTV and community reports, analysed patterns of behaviour, and shared findings with colleagues and partners to inform operational decisions.		✓
• Comfortable standing and being on foot for extended periods of time.	✓ Will need to be able to patrol on foot throughout their shift for extended periods of time.	✓	
• Good planning and organisational skills, with proven ability to prioritise workloads, to ensure deadlines are achieved.	✓ Planning patrols based on risk and intelligence, balancing reactive incidents with scheduled duties and administrative tasks to meet operational priorities.	✓	
• Experience in the use of specialist equipment / systems / techniques relevant to the role.	✓ Used radio communications, body-worn video and internal systems to record incidents, communicate with control/Police and gather evidence.	✓	
Qualifications ***(taken from role profile to complete)***		**Essential**	**Desirable**
Experience of working in one of the following specialist areas is essential: - Anti-social behaviour - Crime prevention		✓	

- Community Development - Drug awareness		
Educated to NVQ 3/HNC standard or equivalent	✓	
Demonstrate previous experience in working with the community either paid or unpaid.		✓
Knowledge of safeguarding children and adults		✓
Other Requirements	**Essential**	**Desirable**
A full driving license required to be able to carry out the role *(tick as appropriate)*		N/A
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Y	
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent convictions and conditional cautions For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').	Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.