Updated October24

# Job Summary

| | | | |
|---|---|---|---|
| **Post Title** | Safer Buckinghamshire Partnership Senior Officer | **Pay Grade** | Grade 8 |
| **Directorate**<br><br>**Community safety** | Adults & Health<br>Strategy, Improvement & Community Support | **Line Manager** | Safer Buckinghamshire Partnership Manager |
| **Post Number/s (Mandatory for existing posts, If multiple posts state all)** | 91147172 & 91158190 | **If existing post is the post title changing? If yes state both** | Y<br><br>Existing post title is changing |
| **JE/GAR reference number (Mandatory for existing posts)** | | **Work Location (state Council office)** | Gateway |
| **Work style** | Any desk | **Job Family & Role Profile** | Customer and Community Engagement<br>CCE08M |
| **DBS Check Required?** | YES<br><br>If YES state level of DBS is required:<br><br>Basic | | |
| **Politically Restricted Post?** | No<br><br>*The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.*<br>*There are broadly two categories of restricted posts:*<br>*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** |
|---|
| • The Senior Safer Buckinghamshire Partnership Officer plays a strategic role in leading and coordinating multi-agency activity to deliver the Safer Buckinghamshire Board priorities, reduce harm, and improve outcomes for residents across Buckinghamshire.<br>• The post holder operates within a complex partnership environment, contributing to the development and delivery of key strategies, including those relating to serious violence, modern slavery, crime prevention, and safeguarding, while ensuring alignment with statutory responsibilities and organisational priorities.<br>• The role requires influencing stakeholders, analysing emerging risks and trends, and shaping service responses to support effective, evidence-based decision-making and continuous service improvement.<br>• The post holder will be allocated to lead on supporting partnership sub-groups and thematic areas of community safety partnership priority, supporting the Safer Bucks Partnership Manager and wider partnership board. |

**Main Responsibilities and Duties**

- Develop and deliver a specialist service to the quality, organisational and professional standards required, and which engages customers / stakeholders and enables effective use of the service by all stakeholders, within organisational constraints.
- Develop and implement stakeholder / customer consultation procedures / mechanisms to meet organisational requirements. Analyse findings to inform service policy / development and wider strategic decision making. Manage customer / stakeholder expectations in relation to what can be delivered.
- Commission, research and evaluate complex information / feedback / external developments. Identify and interpret issues, trends and problems which may have a broad impact on community safety. Develop reports / recommendations on key issues, present and share / discuss with colleagues, customers and stakeholders. Conclusions and recommendations support strategic decision making within the Council. Apply any approved recommendations to the service.
- Provide expert advice, information and guidance on the full range of issues within the field of expertise to colleagues, customers and stakeholders. Manage responses to escalated or complex customer / community issues within the community safety through to satisfactory conclusion.
- Identify, assess and mitigate any risks associated with service operations, informing business continuity plans. Ensure stakeholders are aware of and comply with relevant regulations and codes or practice and understand their obligations. Assure the compliance with health and safety and other compliances, including the completion of risk management assessments as required. Maintain security of information / assets.
- Review, identify, recommend (and implement where agreed) the need for new and / or enhanced systems to support the community safety. Ensure systems meet service requirements and accurate, complete and relevant information / records are provided for internal and / or external use.
- Identify the requirements for communication / promotional / engagement events and activities to support the Safer Buckinghamshire Partnership. Ensure agreed proposals are planned, budgeted, designed and commissioned / implemented to achieve desired results.
- Identify additional customer / stakeholder / service requirements and shortfalls / improvement opportunities and recommend innovative solutions. Lead initiatives to improve customer / community focus / business performance. Develop and deliver improvements effectively to enhance the quality of service and ensure best practice and value for money.
- Recommend, develop and implement policies, procedures, processes, and standards and contribute to strategy development. Support the development of criteria for assessing the effectiveness of service provision and ensure policies, procedures etc. meet all identified requirements.
- Manage projects and control allocated resources or contribute to larger internal / partnership programmes to agreed specification, timescales and budgets.
- Support others in their development, e.g. through sharing knowledge, skills and experience, acting as a coach or mentor, or providing feedback. Identify changes which may impact the service / profession and assess what learning and development will be required to stay current.
- Ensure training activities which support knowledge sharing both internally and externally, where appropriate, are planned / commissioned and delivered to meet operation requirements.
- Proactively build good working relationships, develop community links and communicate effectively

with all stakeholders. Represent community safety / BC internally and / or externally, enhancing the reputation of the Council. Secure stakeholder engagement and co-operation. Share best practice.

- Initiate and implement partnership agreements and develop partnership working. Support partnership working between statutory and voluntary, community and independent sectors. Partnership working groups produce valid and timely outputs.
- Work with partner organisations to increase customer / community awareness and empowerment. Ensure mechanisms are in place to enable customers and communities to influence decision making and service delivery. Disseminate Information is to the relevant stakeholders.
- Work with others to increase customer / community capacity for delivering services themselves. Interventions to address the gap in service and skills and ensure sustainability are developed with others as appropriate.
- Support service / business / communication / budget planning within own area and contribute to wider planning, improvement and development activities. Action commissioning issues appropriately.
- Monitor and report on service standards / finances / budgets / resources within community safety . Provide accurate quality, performance and management information, e.g. audits / reviews / performance measurement to improve service standards and maximise value for money. Monitor expected levels of supplier / delivery partner performance. Take appropriate action to address issues or escalate them as required.
- Co-ordinate the work of others including where appropriate supporting and managing volunteers. Support induction, training and mentoring of others effectively. Where applicable, volunteers are effectively engaged with the service.
- Ensure all financial transactions are authorised, processed and reconciled in accordance to correct financial procedures. Where applicable to the job, revenues are delivered.
- Manage the preparation and submission of bids for short and long term funding / income. Identify and secure external funds / income.
- Co-ordinate the preparation of tenders and contracts in accordance with procedures. Obtain value for money.
- Liaise with / instruct contractors / suppliers to co-ordinate service delivery on time, to budget and specification requirements.

**Accountability**

- Provides advice and guidance within an area of expertise at the framework / policy development level.
- Management of project teams.
- May co-ordinate the day-to-day allocation of tasks to others and support the induction, training and mentoring of others.
- Plan over a longer period, co-ordinating partnership working activities with a range of internal services and external bodies. High level of discretion as to what is done.
- Lead and implement projects in specialist field.
- Forward planning of work over longer periods (a year or more) to meet needs of service / area / team.
- This role does not manage a budget:
- This role monitors a budget of approximately £500,000. (Community Safety Fund)
- One of the post holders will directly manage the Safer Buchinghamshire partnership Officer Grade 6 on a Buckinghamshire Council contract

- This role has no indirect reports.

**Scope for forward planning and deadlines**

| **Planning & deadline requirements** (tick all that apply): | ✓ | **Provide Job Specific Examples** |
|---|---|---|
| Up to 3 months | ✓ | Short term Partnership Actions |
| 1 year | ✓ | Annual delivery plans for Safer Bucks Priorities |
| 3-5 years | ✓ | Develop 5-years Safer Bucks Strategy, Develop 5-year Serious Violence Strategy |

**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** |
|---|---|---|---|
| • Significant relevant experience and success in a senior role within the community safety , backed by evidence of appropriate level of expertise. . | • Demonstrates the ability to lead complex, high-profile community safety initiatives across Buckinghamshire, shaping and influencing partnership delivery to achieve improved outcomes for residents. | ✓ | |
| • Thorough knowledge of the authority and wider sector / external influences | • Applies a comprehensive understanding of local authority governance, Community Safety Partnerships, and statutory frameworks to inform | ✓ | |

| | | | |
|---|---|---|---|
| | strategic and operational decision-making. | | |
| • Expert knowledge and understanding of the systems, policies, practices, professional guidelines, legislation and emerging developments within the scope of the community safety . | • Provides authoritative guidance on relevant legislation, safeguarding frameworks, and information sharing requirements, ensuring compliance and best practice across partnerships. | ✓ | |
| • Knowledge and experience of contributing to the development of policies, procedures and practices. | • Leads or contributes to the development and refinement of partnership strategies, policies and procedures, ensuring alignment with statutory duties and organisational priorities. | ✓ | |
| • Excellent customer service skills, with experience of resolving complex issues. | • Manages and resolves complex, high-risk and sensitive community safety issues, balancing enforcement, prevention, and safeguarding considerations. | ✓ | |
| • Excellent interpersonal skills. Proven ability to negotiate and persuade and build and maintain effective working relationships at all levels. Ability to communicate with, engage and influence customers, partners and stakeholders, in complex or politically sensitive situations. | • Builds and sustains effective relationships with senior stakeholders across statutory and voluntary sectors, influencing priorities and securing collaborative outcomes. | ✓ | |
| • Experience of co-ordinating multi-disciplinary and partnership working. | • Coordinates and leads multi-agency working arrangements, ensuring effective collaboration, accountability, and delivery against shared priorities. | ✓ | |
| • Excellent planning, workload and project management skills. | • Plans and manages a diverse portfolio of strategic and operational projects, ensuring delivery to time, quality, and budget. | ✓ | |

| | | | |
|---|---|---|---|
| • Experience of service and / or business planning. | • Contributes to the development of annual and medium-term plans aligned to Safer Buckinghamshire priorities, ensuring outcomes are clearly defined and measurable. | ✓ | |
| • Experience of effectively managing change. | • Leads or supports the implementation of service improvements and organisational change, embedding new approaches across partnerships. | ✓ | |
| • Initiative, strategic and political awareness demonstrated in problem solving and decision making. | • Provides strategic insight and advice, taking into account political context, public impact, and organisational priorities. | ✓ | |
| • Good ICT skills - both standard Microsoft applications and specialist systems. | • Utilises a range of ICT systems and tools to analyse data, monitor performance, and produce reports to inform strategic and operational decisions. | ✓ | |
| • Excellent time management skills to manage a complex workload, prioritise and set deadlines and cope with conflicting and changing demands. | • Effectively manages competing priorities and deadlines across a complex workload, ensuring critical issues are prioritised and addressed appropriately. | ✓ | |
| • Experience of volunteer management where appropriate to the job | • Supports the effective engagement and development of volunteers or community representatives, ensuring their contribution adds value to service delivery. | | ✓ |
| • Educated to degree standard or equivalent. | • Brings a level of knowledge and analytical thinking equivalent to degree-level education, applied to complex community safety challenges. | ✓ | |

| | | | |
|---|---|---|---|
| | | | |
| | | ✓ | |
| **Qualifications**<br>***(taken from role profile to complete)*** | | **Essential** | **Desirable** |
| Educated to degree level or equivalent demonstrable experience in a relevant discipline (e.g. Community Safety, Criminology, Public Administration, Social Policy, or related field).<br>Evidence of continuous professional development relevant to community safety, safeguarding, or partnership working. | | ✓ | |
| Postgraduate qualification or specialist training in areas such as Serious Violence, Crime Reduction, or Multi-Agency Working. | | | ✓ |
| Relevant professional qualification or accreditation in a related field (e.g. Community Safety, Safeguarding, Youth Justice, Public Protection, or Project Management such as PRINCE2 or equivalent). | | ✓ | |
| Formal training in safeguarding frameworks, risk management processes (e.g. MARAC, MAPPA), or information governance. | | | ✓ |
| **Other Requirements** | | **Essential** | **Desirable** |
| A full driving license required to be able to carry out the role *(tick as appropriate)* | | | ✓ |
| 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:<br>• All unspent convictions and conditional cautions<br>• All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020 and 2023).<br>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.