

<i>Title</i>	<i>Department</i>	<i>Post Ref.</i>
Safer Nottinghamshire Board Project Manager – Locality working, problem solving and engaging communities	Place	
<i>Job Purpose</i> <p>The Project manager will lead and support the Safer Nottinghamshire Board's response to developing problem solving structures with communities, which is supported by effective integrated working, data sharing to reduce crime and severity scores in neighbourhoods. The post holder will help develop a robust performance framework to enable the board to monitor delivery and outcomes across the county.</p>		
<i>Key Responsibilities</i> Key responsibilities <ol style="list-style-type: none"> 1. To develop a delivery plan that sets out the key actions, milestones, outcomes/outputs and partners responsibilities to support delivery. 2. To establish and support a multi-agency programme board that will oversee the implementation of the delivery plan, manage risks and overcomes barriers. 3. To support and advise the chair of Safer Nottinghamshire Board Executive group on progress by providing regular written up dates against the delivery of the programme and performance. 	<i>Key Accountabilities</i> <ol style="list-style-type: none"> 1. To ensure the project is established and run on established project management lines 2. To ensure that the outline business case and project outputs are clearly articulated 3. To ensure the project stays within the tolerances agreed and take timely action to report out of tolerance issues 4. To ensure the project outcomes as stated in the business case 5. Specified Safer Nottinghamshire Board targets within agreed resources 6. Alert the Chair of the Safer Nottinghamshire Board of issues that could affect performance 	

<p>4. To negotiate and establish lead officers and champions at a district level to ensure the project is successful and adds value to existing structures.</p> <p>5. To support and ensure there is effective problem solving, tasking, engagement and data sharing partnership structures in place in each district of the county.</p> <p>6. To ensure that this work is supported and underpinned by a community safety partnership agreement, performance framework, training and guidance.</p> <p>7. Ensure that there is effective data sharing through producing '<i>partnership analytical severity profiles</i>' that supports a better understanding of community needs and priorities.</p> <p>8. You will negotiate and agree a programme of producing and refreshing '<i>partnership analytical severity profiles</i>' with Nottinghamshire Police and partners on an annual review.</p> <p>9. Ensure that Nottinghamshire Police and other partners approaches to neighbourhood policing and neighbourhood management are aligned and consistent with the Safer Nottinghamshire Board's approach locality working, problem solving and engaging communities.</p> <p>10. Promotes a partnership culture and approach that works with communities in a pro-active and preventative way, deals with problems at the earliest opportunity and empowers front line workers to make decisions based on sound intelligence.</p>	<p>7. Ensure effective integrated working and communication between the Safer Nottinghamshire Board and other key boards and organisations in the county.</p> <p>8. To represent the Safer Nottinghamshire Board at appropriate groups and meetings to ensure that the Safer Nottinghamshire Board has visibility and that its vision, principles and priorities are articulated where appropriate, leading to better integrated service provision.</p> <p>9. To ensure all Health & Safety requirements are complied with in the job role</p>
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<p>11. Maintain a detailed knowledge national policy, guidance, legislation, best practice advice in relation to locality working, problem solving and community engagement.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Tier 6 – Senior Practitioners

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Understanding of the landscape for the Safer Nottinghamshire Board, Community Safety Partnerships, Neighbourhood Policing and community engagement. 2. Understanding of what works in reducing and preventing crime. 3. Knowledge of the current best practice in Neighbourhood Policing, locality working and problem solving approaches. 4. Need to understand what intelligence and information is needed to inform the setting of strategic priorities and to inform action planning. 5. Knowledge of effective recognised project management approaches, e.g. Prince2. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 2. Takes an active role in managing risk, health and safety and safeguarding issues. 3. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 4. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 5. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 6. Ability to meet agreed objectives and delivery targets by the effective use of resources.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Experience of managing projects in complex environments 2. Experience of using recognised project management approaches, e.g. PRINCE2 3. Significant experience of effective and complex partnership working 4. Experience of working with Elected Members and senior officers (both internally and externally) 5. Minimum of three years' experience working in a community safety environment 	<ol style="list-style-type: none"> 7. Strong relationship building skills – must be able to develop and maintain effective working relations with range of partners, including those in the third sector and at all levels including Chief Officers. 8. Excellent report writing and presentation skills. 9. Able to work on own initiative with limited supervision and understand when to escalate issues
<p><i>Role Dimensions</i></p>	

1. To operate county wide (and at times regionally and nationally) and interact with senior managers (and members) from local councils, police and other partner organisations involved in the Community Safety agenda
2. Role will be based in the Place Department and will be managed by the Communities Team Manager
3. The post holder will report to and be guided by the Chair of the Safer Nottinghamshire Board Executive Group
4. This a 2 year fixed term contract (funded by the Nottinghamshire Police and Crime Commissioner)

Date 28 January 2019