



March 2018

<i><b>Job Description</b></i>		
<i><b>Title</b></i> <i><b>Programme Officer –</b></i> <i><b>Communities</b></i>	<i><b>Department: Place</b></i>	<i><b>Post Ref Add Ref</b></i>
<i><b>Job Purpose</b></i>  To work as part of the NCC Communities Team taking responsibility for leading defined programmes and projects of work which:  <ol style="list-style-type: none"><li>1. Reduce crime and anti-social behaviour;</li><li>2. Have a strong focus on supporting communities to be strong, vibrant, resilient and safe; and</li><li>3. Effectively contribute to delivering of the new communities function of the Place Department.</li></ol>		

<i>Key Responsibilities</i>	<i>Key Accountabilities</i>
<ol style="list-style-type: none"><li>1. To support the delivery of programmes of work to which produces key outcomes from the Place strategy and aligns the Council's strategic priorities with local communities to deliver joint action.</li><li>2. To be the lead officer for specific programmes, projects, policies, themes, geographic areas, or partnerships, as determined by the Team Manager.</li><li>3. Provide high quality advice, advocacy, and policy direction on lead areas allocated, keeping abreast of relevant and current developments and internal priorities.</li></ol>	<ol style="list-style-type: none"><li>1. To be accountable overall to the Team Manager for the effective performance of programme areas regarding community resilience, safety and voluntary sector matters, including providing accurate and evidenced reporting of management information</li><li>2. To be accountable to the Programme Manager-Local Improvement Scheme, and the Programme Manager-Safer Nottinghamshire Board for the day to day delivery of the appropriate areas of work to those posts.</li><li>3. To identify, develop and maintain appropriate systems which enable effective and systematic analysis of quantitative and qualitative data to manage performance</li></ol>

<p>4. To contribute to the identification of clearly defined objectives, deliverables and outcomes ensuring a structured approach to the realisation of business objectives</p> <p>5. To provide a flexible response and, as appropriate specialist support to the development of a robust communities function that reflects the Council ambitions for its residents and communities</p> <p>6. To write high quality reports and presentations for Senior Managers, Politicians, and Committee Meetings.</p> <p>7. To provide the tools and the necessary support to focus on complex people and places of multiple need and, or risk which result in development, enabling and engagement activities which significantly improve the longer term impact, effectiveness, resilience, sustainability and safety of communities, and reducing crime and disorder.</p> <p>8. To effectively and proactively engage with Nottinghamshire's diverse communities i.e. residents, individuals and voluntary and community organisations to reduce crime and disorder and to promote vibrant and supportive localism.</p> <p>9. To work with the community to promote and encourage social mobilisation and to maximise the deployment of volunteers to support networked communities and appropriate service delivery</p> <p>10. To support elected members in performing their community and County Council leadership roles, though driving effective strategic and operational support in localities</p>	<p>4. To maintain a current knowledge and awareness of relevant developments locally and nationally across Community Safety and Engagement matters.</p> <p>5. To consult with and advise senior managers, members and other staff on all Community and Voluntary Sector issues, including Crime and Disorder and Local Improvement Scheme matters.</p> <p>6. To develop and review policies and frameworks, managing relationships between the County Council, key partners and the Community and Voluntary Sector. Support implementation through training programmes, networks, presentations and other relevant techniques.</p> <p>7. To take personal and proactive responsibility for own performance</p> <p>8. To demonstrate a proactive, flexible and highly responsive approach, supporting the Team with the most important and pressing demands, within a fast-changing environment</p> <p>9. To take the lead and drive for the Authority specific Communities workstreams, programmes or projects, developing and maintaining specialist knowledge and skills as appropriate</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



<p>11. Providing high quality advice and operational support to partners, stakeholders and communities, on the most effective ways and means to tackle anti-social behaviour and crime, including Community Safety Partnerships and the Safer Nottinghamshire Board.</p> <p>12. To work with and on behalf of NCC officers, managers, Members, senior leaders and partners to develop effective policy and practice which drives demonstrable improvement through being outcomes focused and purposeful</p> <p>13. To lead, promote and coordinate effective engagement events and partnerships in conjunction with communities, public sector, central government and partner organisations.</p> <p>14. To systematically identify and engage with Voluntary and Community Organisations, partners, statutory agencies, new and emerging communities/communities of interest, hard to reach/seldom-heard user-led groups, community forums, networks and individuals to promote sustainable, safe and effective solutions for localities</p> <p>15. To gather, analyse and disseminate information relevant to delivery of effective engagement events, such as publicising the activities and recording experiences of stakeholders in accessing support/mainstream services in order to influence local decision making and service provision.</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p><i>[Specific programmes will include supporting communities and individuals in vulnerable situations to improve and sustain their quality of life; design and delivery with partners of programmes and projects to improve the safety of Communities through reducing crime and disorder; supporting communities and individuals to be independent through self-help and empowerment; developing approaches promoting community cohesion, tackling hate crime, tackling modern day slavery, supporting the integration of emerging communities, and providing funding and sustainability support and advice to communities, including District/Borough, Parish and Town Councils]</i></p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

***Person Specification***

***Education and Knowledge***

1. Evidence of Continuous Professional Development
2. Experience or ability to work effectively in complex partnership working situations
3. Ability to understand the implications of the Crime and Disorder Act for service planning and delivery

***Experience***

1. Appropriate experience of working with communities and partners in delivering effective programmes and projects.
2. Appropriate programme, project, and policy development experience or ability, preferably in a public sector setting.
3. Ability to understand complex political environments and ability to manage different and complex agendas

**Personal skills and general competencies**

1. **Self-motivated, driven and committed to producing high quality work, that delivers excellent customer care,**
2. **Ability to set an excellent example for all other staff**
3. **Good analytical skills and report writing skills.**
4. **Ability to work under pressure and to tight deadlines**
5. **Strong collaborative interpersonal skills to motivate, engage and gain the agreement, acceptance and commitment of others, including colleagues and partners.**
6. **A can and will do flexible attitude and approach.**
7. **Ability to lead, develop, own, and drive relevant programmes and projects, and to critically analyse and evaluate performance.**

March 2018



<p><b>March 2018</b></p>	<p>8. Ability to make decisions to meet operational targets, involving devising innovative solutions and prioritising the resources available.</p> <p>9. Ability to use problem solving techniques to address issues</p> <p>10. Ability to exceed agreed objectives and delivery targets by the effective and innovative use of resources.</p>
<p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"> <li>1. This post is managed by the Team Manager Communities.</li> <li>2. Day-to-day/operational management of the post may be by the Programme Manager LIS, or Programme Manager SNB, as appropriate.</li> <li>3. The post holder will operate as a Lead Officer for allocated projects, programmes or work streams, developing and maintaining specialist knowledge in that area for the Authority and driving relevant activity.</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

**Date: March 2018**