



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION
JOB DESCRIPTION

Post Title: Violence and Vulnerability Strategic Development Lead

Grade: ME14

Division/Section: Environment and Regeneration/Safer Merton

Location: Civic Centre

Responsible to: Community Safety Team Manager

Responsible for:

Serious Violence Strategic Priority Lead ME10 x 1

Community Resilience Officer ME10 x 1

Business Support Officer ME7 x 1

Date: May2023

Overview

The Community Safety Team works in conjunction with the Merton Community Safety Partnership (MCSP), a partnership of key agencies within Merton to deliver effective measures to reduce crime and fear of crime; and to promote community safety.

The Violence and Vulnerability strategic development lead will take the lead for violence and vulnerability issues in Merton. Such V&V issues are namely the MCSP priorities which currently include violent crime. Merton has violence and vulnerability related issues that affect community safety that can impact on our crime rates.

With support from the Community Safety Manager and the Serious Violence strategic priority lead, the strategic development lead will have responsibility for the development of community safety programmes and initiatives in

partnership with Council departments, other statutory agencies, voluntary agencies and community groups to ensure that we respond to violence and vulnerability issues; reflective of the MCSP priorities, aims and objectives set out locally. This post will act as the strategic lead for the wide Violence and Vulnerability issues in the Merton and will co-ordinate and support the work of the relevant strategic delivery groups.

Main Purpose

1. Coordinate the activity of various partners and interventions to ensure that services are delivered effectively, and communities protected from violence and vulnerabilities, including the implementation of the Serious Violence Duty requirements and overseeing the Integrated Offender Management (IOM) programme.
2. To work directly with the Community Safety Manager and external partner leads to ensure the achievement of the various Merton Community Safety Partnership strategic priorities plans aligned to Violence and Vulnerability work streams.
3. To co-ordinate the reporting process to the Chief Executive, Merton Community Safety Partnership, corporate management, local partners at the most senior level and national government.
4. To co-ordinate co-operative and collaborative relationships between and across the multi-agency Safer Merton management team, ensuring synergy between plans and their implementation in order to achieve excellence in the delivery of cross cutting services.
5. With support from the Community Safety Manager, ensure that the MCSP violence and vulnerability targets are met via collaborative implementation and development plans across Merton.
6. To be directly responsible for ensuring that best practice informs cross cutting work across all sections of the MCSP.
7. To formulate and monitor, in conjunction with the Community Safety Analyst, the annual crime Strategic Needs Assessment (SNA) (a legislative requirement). Lead on the consultation aspect for the SNA every 2 years and feed this into the process.
8. To provide assistance where needed to the Community Safety Analyst in the formulation and monitoring of the Serious Violence Duty Strategic Needs Assessment.
9. To be the partnership strategic lead for Violence and Vulnerability ensuring data is available across all areas of work to inform and assess the work of Safer Merton and its partners.

10. To work with the Community Safety Analyst to explore and develop opportunities using the GIS system to map violence and crime hotspots.
11. Assuring all performance data is collated for the relevant bodies and delivered on time and in the relevant format.

Main Duties and Responsibilities

1. To have a comprehensive knowledge and understanding of the Crime and Disorder Act 1998, Police Reform Act 2002, Anti Social Behaviour Act 2003, and the requirements of the Youth Justice Board and the obligations placed on the Local Authority and its partners to meet these.
2. To work directly with the Community Safety Manager to produce and lead on all relevant strategies and action plans under the Violence agenda, such as the Serious Violence Duty delivery plan, Violence and vulnerability action plan ensuring their implementation in Merton in conjunction with internal and external partner agencies and other stakeholders.
3. To work directly with the Council's Lead Member and act as an adviser on violence and vulnerability issues contribute to the achievement of the Council's corporate vision, values and objectives through effective collaborative working and leadership of internal and partnership initiatives.
4. To direct the work of the team of officers to ensure that they are working to optimum capacity on the strategic violence priorities as set by the strategic assessment.
5. To manage the coordination of the MCSP quarterly board, ensuring all documentation is prepared with support from the Business support officer.
6. The post holder will be responsible for managing grant funding budget for Violence and Vulnerability work streams; managing allocated resources commissioned by the MCSP and ensure all financial and performance claims are completed and sent to the Partnership.
7. To bid for, and gain, funding external sources to support initiatives on the ground that enable us to deliver our strategic targets. Coordinating effective cross departmental commissioning options for shared priorities.
8. Identifying and working with intervention providers to ensure adequate service provision is provided using effective project/contract management.

9. To co-ordinate collaborative relationships between the internal departments, Safer Merton management team and partner agencies in order to ensuring synergy between plans and their implementation across violence and vulnerability work streams
10. To lead on partnership, corporate, departmental or divisional working groups as necessary.
11. To be responsible for ensuring the compilation and preparation for signature of both financial and non-financial information required for completion of returns to the home office and other funding partners.
12. To co-ordinate and promote the Council's corporate response to Section 17 of Crime & Disorder Act 1998.
13. To liaise closely with Cabinet members, other local Councillors, representatives of the community and the voluntary sector as appropriate and to attend public and other meetings as required, representing Safer Merton.
14. To be responsible for internal communications between the Safer Merton and officers from partner agencies. To work with corporate communications to ensure that community engagement and information are utilised to the best of our ability.
15. To work directly with the Community Safety Manager on the review of the Safer Merton's work programme and working methods and practices.
16. Use IT systems as necessary for the proper performance of the duties of the post.
17. To work outside normal office hours as necessary.
18. To supervise other staff assigned to the function as necessary.
19. Ensure that all services are provided in accordance to the Council's commitment to high quality service provision and are reflective of its Equal Opportunities Policy.
20. To ensure robust performance management of staff with regular supervision and support as needed.
21. Such other duties compatible with the post as may be required.



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION
PERSON SPECIFICATION

Post Title: Violence and Vulnerability Strategic Development Lead

Grade: ME14

Date: April 2023

Knowledge

1. Extensive understanding of issues facing the local community in relation to crime, disorder, community development, offender and victim work as well as anti-social behaviour and detailed knowledge of the powers and legislation available to local authorities and other agencies to tackle these issues.
2. Knowledge of Crime & Disorder Act 1998, Police Reform Act 2001, Anti Social Behaviour Act 2003, Data Protection Act 1998, Freedom of Information Act 2005 and emerging legislation and regulations governing community safety and their applicability to this area of work.
3. Excellent understanding of the principles of partnership and multi-agency working and the ways in which customer care can be practically demonstrated.
4. Experience at a senior level of crime and disorder interventions proven to reduce tackle and reduce ASB, crime, violence and vulnerability, engage with communities, manage offenders, support victims and witnesses and an ability to demonstrate knowledge and best practice in the field.
5. Knowledge of the Government's performance frameworks and experience of preparing strategies and undertaking strategic management in line with changing governmental direction.
6. Knowledge and experience of community engagement as it applies to community safety, and an understanding of the big society, and able to provide examples of successes (A&I)
7. Programme management and budget management experience.

8. Knowledge of, and commitment to, the Council's Equal Opportunities, Health and Safety, Data Protection and Human Rights Policies

Skills

1. Ability to demonstrate highly developed oral, written and presentational skills and to use these skills to effectively represent the Council at all levels of seniority.
2. Ability to plan, monitor and develop projects and programmes that achieve planned outcomes and are delivered within budget; experience of developing and implementing policy and projects through project management programmes and techniques (I).
3. Able to set priorities, objectives and deadline and to prioritise tasks and to manage the input of partner agencies and case workload.
4. Able to demonstrate tact and discretion in dealing with situations and sensitive information arising from their duties.
5. Able to demonstrate experience of strategic planning and the ability to translate this into realistic plans.
6. Analytical skills and ability to interpret complex data.
7. Ability to lead, manage and mentor staff, including coaching for performance.
8. Ability and willingness to work unsociable hours as required.

Experience

1. Substantial experience of working within the strategic and analytical fields within crime reduction, community safety and/or anti-social behaviour.
2. Experience of strong and effective leadership and supervision of others with proven ability to provide vision and direction to individuals and teams.
3. Proven track record and be able to demonstrate the ability to develop effective and productive collaborative working relationships with the public, staff from other departments and external partner organisations through effective interpersonal skills.
4. Proven track record of finding innovated solutions to problems and create problem solving on a geographical and thematic basis.
5. Experience of managing, generating, and maintaining accurate administrative records and be able to compile informative reports

mindful of section 115 of the Crime and Disorder Act, Human Rights Act, Data Protection Act and the Freedom of Information Act.

6. Able to use IT including Microsoft word, Powerpoint and Excel
7. Able to demonstrate continuous professional development in the field of community safety.