

APPENDIX 4

BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate:	Chief Executive
Division:	Public Protection
Post No & Job Title:	H317 – Senior Communities Officer (Violence and Domestic Abuse)
Grade:	Grade 8
Responsible to:	Chief Communities Officer P70
Responsible for:	Full management responsibilities for P72 Communities Officer (Children and Young People); H92 Communities Officer (Health)
Main purpose of the job	Provide the Council's strategic response to Violence and Domestic Abuse. Coordinate services on behalf of the Council for Violence and Domestic Abuse. To work as part of the Communities Team managing the Council's response and delivery of the Health, Mental Health, Dementia, Older People, Children and Young People, Tobacco Control, Child Poverty and Veterans agendas.

Main Duties and Responsibilities:**Violence and Domestic Abuse**

1. To act as the lead strategic officer for the Borough's approach to reducing the incidence of violence in the Borough and the negative impact that Violence and Domestic Abuse has on individuals and the community and ensuring that it maintains a profile in any relevant strategies and to support the implementation of corporate domestic abuse policies.
2. Develop, manage and deliver a multi-agency Violence Action Plan for the Borough providing monitoring reports to committee in line with committee work plans.
3. To lead the Council's efforts in implementing the government's aspirations for England to be Safer for Women and girls.
4. Develop, manage and deliver a multi-agency Domestic Abuse and White Ribbon Action Plan for the Borough providing monitoring reports to committee in line with committee work plans.

5. To act as Borough lead for MARAC attending meetings on behalf of the Borough and providing professional input and wrap around support to individuals where appropriate.
6. Assist the Chief Communities Officer in coordinating Broxtowe Domestic Homicide Reviews and implement recommendations from reviews locally and nationally.
7. Attend High Risk Youth Violence and Exploitation, Neighbourhood Safeguarding and Disruption meetings and case conferences on behalf of the borough to develop personalised wrap around services and action plans for young people involved in or at risk from violence identifying and delivering interventions in partnership with service providers and making referrals as appropriate.
8. Maintain and develop strong links with partner agencies regarding Violence and Domestic Abuse service provision.
9. To represent Broxtowe Borough Council locally and regionally on Violence and Domestic Abuse matters including attendance at Borough Domestic Homicide Reviews, Nottinghamshire Violence Reduction Unit, Domestic and Sexual Abuse Executive and Domestic Homicide Review Assurance, Learning and Implementation Group meetings.
10. To promote awareness of issues surrounding Violence and Domestic Abuse internally, assisting in the coordination and provision of staff and member training as appropriate.
11. Ensure that the Council's commitment to tackling Violence and Domestic Abuse is known to partners and the general public by developing, managing and maintaining existing corporate initiatives surrounding Domestic Abuse.
12. In partnership with other specialist providers, manage and develop the Borough's Sanctuary Scheme, ensuring that risk is managed, implementation decisions are made appropriately and within the budget assigned.
13. To work in a proactive and positive way building relationships with landlords to identify accommodation and support for survivors of domestic abuse promoting the benefits of private rented accommodation in resolving their housing circumstances and providing advice and assistance with regard to seeking private rented accommodation.

General

14. Manage the Communities Health and Children and Young Peoples Officers on a day to day basis, including Performance Development Reviews, training and development, absence management, disciplinary and grievance, equality and diversity issues and the development, delivery and monitoring of relevant action plans.
15. To build and maintain positive relationships with customers, colleagues, partners and external agencies such as health professionals, support agencies, charities and volunteer groups.
16. To keep accurate records, ensuring all data held is compliant with data protection and GDPR guidelines

17. Produce reports and provide statistical data for analysis and performance management purposes.
18. To assist with the control and monitoring of the section's budgets.
19. To follow lone worker protocols including the correct use of the lone worker device. To follow start on site and end of day lone worker arrangements.
20. To undertake any other relevant duties within the scope and grade of the post_as may be required by the Chief Communities Officer.

Equality and Diversity

21. To adhere to the council's equality and diversity policy including working within professional boundaries
22. To provide an excellent customer centred service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

The post will be required to undertake Police Security Vetting which will include details of any criminal convictions, cautions, reprimands and final warnings, driving endorsements, finance and your application is required for the purpose of asking an exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

NOTE

The above job description sets out the main responsibilities of the Senior Communities Officer (Violence and Domestic Abuse) but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Marice Hawley		22/11/2021
Job description authorised by:	Ruth Hyde		
Additional notes for JE/HR. JD updated to include; Move from Housing to Communities New responsibility for 2 posts posts H15 and P72. Inclusion of requirement for Police Vetting Highlight – Strategic responsibility for Violence and Domestic Abuse including interventions and casework			

Date of issue: