**Appendix**

**GRAVESHAM BOROUGH COUNCIL**

**Division:** Communities and Inclusive Growth

**Department:** Community Safety Unit

**Post Title:** Community Safety Domestic Abuse and Safeguarding Officer

**Grade:** SO1

**Hours:** Full-time (37 hours)

**Responsible to:** Lead Safeguarding Officer, Community Safety Unit

**Job Description**

To develop and promote the Community Safety Unit’s work in addressing Domestic Abuse and improving services for victims.

To share responsibility with the Council's Lead Safeguarding Officer to ensure officers of the Council are supported when referrals are made and assist in dealing with Safeguarding issues/cases as they arise.

To oversee and administrate the Domestic Abuse Housing Alliance Accreditation alongside the Housing Service to ensure that the Council fulfils the requirements to achieve the corporate accreditation.

To implement, monitor and promote the delivery of the Council’s Tackling Domestic Abuse and Violence Against Women and Girls Strategy 2023-26 to ensure that there continues to be effective progression.

**Main responsibilities**

1. To have lead responsibility for coordinating activity in conjunction with partner agencies to deliver the Council’s Tackling Domestic Abuse and Violence Against Women and Girls Strategy 2023-26, reporting progress to both the Gravesham Community Safety Partnership, Council Committees and Management Team as appropriate.
2. To work closely with the Housing Options Team, providing support and assistance to the Team in developing and progressing towards the Council’s Domestic Abuse Housing Alliance Accreditation and working collaboratively with a wide range of statutory and voluntary partner agencies as necessary to achieve this objective.
3. To share responsibility with and deputise as necessary for the Council’s Lead Safeguarding Officer in dealing with cases involving individuals for whom there are Safeguarding concerns (including but not limited to those in which Domestic Abuse is a factor), ensuring that appropriate referrals to relevant partner agencies are made in a timely fashion and full records are maintained of actions taken.
4. To share responsibility with the Council’s Lead Safeguarding Officer for delivering training to staff on the handling of Safeguarding and Domestic Abuse cases in order that staff are clear on actions to take to satisfy the Council legal obligations in respect of protecting people from harm/the risk of harm.
5. To have a key role in the regular reviewing of internal Safeguarding policies and procedures to ensure that they are fit for purpose and are effective in practice to enable service areas/Council departments meet their Safeguarding responsibilities.
6. To support, advise and provide guidance to Council Officers (across Departments) in signposting and supporting victims of Domestic Abuse to and in accessing services available and to keep abreast of new services/provision as those develop, updating both Officers and Council Members as appropriate.
7. To lead on the delivery of the Council’s White Ribbon Action Plan and in particular, in developing a Domestic Abuse Policy for adoption by the Council to provide a structured approach in supporting members of staff who may be (directly or indirectly) affected by Domestic Abuse.
8. To work with the CSU’s Administrator in the running of campaigns and community engagement events to raise awareness of Domestic Abuse services available and encourage their uptake e.g., 16 Days of Action.
9. To attend the Council’s One Stop Shop Domestic Abuse Service and to signpost to and advise visitors of local services.
10. To represent the Council at the multi-agency North Kent Domestic Abuse Forum, the Gravesham Vulnerability Panel and the Kent Domestic Abuse Partnership Board.
11. To act as a first point of contact for members of the public and Councillors seeking advice and assistance related to Domestic Abuse and Safeguarding concerns.
12. To support the CSU in the delivery of a range community safety projects delivered by the Unit (subject to workload capacity).

**General**

1. To carry out other such duties as may be required, commensurate with the post’s grade and level of responsibility, as directed by management.
2. To participate as required in the Council’s Emergency Planning Operations that may involve duties outside the post holder’s normal job description and contracted hours. In the event that an incident has occurred that disrupts the Council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage that may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.
3. A commitment to the Council’s Equal Opportunities Policy is an essential requirement of the post.
4. The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974 and in accordance with any instructions from senior members of staff under the Act or any Council or Departmental Codes of Practice or Procedures.
5. The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, Data Protection, Freedom of Information and other legislation.
6. The post holder must have an awareness of and commitment to s.17 Crime and Disorder Act 1998 that places a statutory duty on key statutory partners to work together to reduce crime and promote community safety in the delivery of Council functions.
7. A commitment to excellent customer service and the values of the Council.

**PERSON SPECIFICATION**

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| **CHARACTERISTIC** | **SPECIFICATION** | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | Computer literacy e.g., Word, Excel and record keeping.  Excellent customer service skills and ability to handle enquiries from members of the public, partner agency representatives and Councillors.  Able to liaise confidently with people at all levels both orally and in writing (both members of the public and other professionals). | Development of action plans and monitoring progress. |
| **KNOWLEDGE**  (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Knowledge of legislation relevant to Domestic Abuse, Safeguarding and Community Safety, particularly in respect of Local Authorities’ statutory responsibilities and duties.  Knowledge of services available to assist victims of domestic abuse and vulnerable people. | Awareness and understanding of the role of Community Safety Units and broader community safety initiatives. |
| **QUALIFICATION**  **TRAINING**  (Educational/vocational qualifications and other training)  **Verification will be required** | Maths/English GCSE’s or equivalent A-C grade. | Any training courses completed that demonstrate understanding and knowledge of Domestic Abuse and/or Safeguarding practices. |
| **EXPERIENCE**  (Level and type of previous experience) | Extensive experience of working with statutory partner agencies and in particular, Kent Police and Kent County Council Social Services.  Extensive experience of working with voluntary and charitable organisations delivering services to victims of Domestic Abuse and supporting vulnerable adults.  Sound experience of handling cases involving victims of Domestic Abuse and individuals with vulnerable characteristics.  Extensive experience of working in a public-facing role.  Experience of working in a Local Authority or similar public sector environment.  Experience of case management, including the making of formal referrals to external partner agencies and maintaining records. | Experience of community engagement work in respect of raising awareness of and signposting to services.  Experience of campaigning work to encourage the reporting of Domestic Abuse.  Experience of delivering training e.g., on Domestic Abuse services, the handling of Safeguarding cases, Bystander training.  Experience of coordinating activity to deliver strategies and action plans. |
| **QUALITIES**  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Highly organised, reliable and efficient.  Able to work under pressure, prioritise and manage a workload.  Able to work independently and to use initiative.  A committed team player and open to flexibility to support the wider work of the Community Safety Unit as appropriate. |  |
| **SPECIAL CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | Ability to handle sensitive/restricted information with confidentiality, respecting the requirements of partners, especially in respect of Data Protection. | Very occasionally to be prepared to work outside normal office hours to support community engagement and campaigning events. |