



Role Profile

Job Title:			
Reference No.	A4640	Type	Generic
Service	Housing & Safer Communities		
Job Family	Team Manager 3	Grade	FC10

Purpose
<p>To manage a number of functions within the Council's Housing and Community Safety Service.</p> <p>To fulfil a management and leadership role across the Council's Housing and Safer Communities Services, reflecting good practice and regulatory standards for housing, community safety, management, and leadership.</p> <p>To manage a tasking and co-ordinating approach to ensure resources are targeted effectively.</p> <p>To lead on the preparation, implementation, and review of policy and procedures as part of the Housing and Safer Communities Service.</p> <p>To maximise the efficient and effective use of physical, financial and staff resources available, including managing budgets within agreed parameters.</p>

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Ensuring the effective delivery of operational Housing and Community Safety Services through leading and managing a team of specialist and generic Safer Communities Officers. Functions include but are not restricted to:</p> <ul style="list-style-type: none"> • Antisocial Behaviour • Environmental Offences • Home Safety • Road Safety • Hate Crime • Youth Crime • Dog and pest Control • Caretaking and Concierge • Estate Management • Tenant Participation • Mutual Owners and Factoring 	<p>Educated to SCQF level 9, which includes a Degree or equivalent and professional qualification</p> <p>Current Corporate Membership of the Chartered Institute of Housing</p> <p>Considerable experience of working in a community safety environment</p> <p>Experience of leading or managing a multi-disciplinary team</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading on the development of policy, strategy, and procedures, ensuring they are implemented effectively and consistently, all in accordance with appropriate policies and guidance. Leading the management, maintenance and improvement of partnership policy and standards.</p>	<p>Broad understanding and knowledge of effective medium and long-term strategies to deliver organisational goals (Deliver results - See 'How We Work Matters' Framework)</p>	<p>✓</p>	
<p>Taking a lead role in identifying, planning, implementing, and reviewing policy activities for the Housing and Safer Communities Service</p>	<p>Knowledge of standards across functional areas</p>	<p>✓</p>	
<p>Managing daily, weekly, and monthly tasking meetings, through leading and co-ordinating services both internal and external to the Local Authority to ensure staff resources are deployed proportionately based on evidenced need. Co-ordinating staff and financial resources across the wider partnership and task these on short and long term deployments</p>	<p>Knowledge of tasking and co-ordinating methodology</p>	<p>✓</p>	

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Working across a number of partner services both internal and external to the Council to ensure partnership responses are developed and delivered within a range of community safety functions.	Partnership working skills Comprehensive understanding of local government and partnership working	✓	✓
Supporting the Service Manager to continually review, improve, develop, and implement changes to operational processes in line with changing objectives and resources, including use of mobile technology.	Evidence of effectively managing change Conflict handling skills Confident user of IT applications, showing ability to use packages effectively (Embrace technology and information)	✓ ✓ ✓	
Developing and realising the full potential of employees through effective objective setting, performance management and skills development, ensuring high standards of service delivery and effective use of resources across all areas of the Service.	Supervisory skills (Work together) Performance Management skills Experience of objective setting and monitoring Experience of making decisions under pressure Knowledge of surveillance equipment and techniques	✓ ✓ ✓ ✓	✓
Developing robust policy options.	Analytical skills	✓	
Managing and reducing operational risk.	Problem solving skills	✓	
Preparing reports for senior managers, committees, and other groups.	Report writing skills	✓	
Implementing effective means of communication and problem solving, ensuring that all results are analysed and applied to promote and maintain high standards of service delivery.	Project management skills (Take ownership) Time management skills Workload awareness	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

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Providing appropriate advice and supporting Service and Senior Management at both a strategic and operational level.	Broad knowledge of community safety functions	✓	
Representing the Service as required on both internal and external working groups, external agencies, etc.	Track record of participation in effective multi agency working	✓	
Providing and enabling sound budget management and delivering opportunities to make genuine efficiency savings.	Experience in managing large budgets to target (Take ownership)	✓	
Overseeing community engagement processes to ensure communities are involved in developing and informing policy and practice in relation to housing and community safety issues.	Track record of community engagement (Focus on customers)		✓
Participating in court proceedings as necessary.	Experience of current community safety legislation	✓	✓
	Experience of Council Policy		✓
	Knowledge of Council regulations		
Managing performance for a designated team of officers and report on and take remedial action where performance does not meet agreed targets.	Experience of carrying out audits and quality assurance		✓
Deputising for the Service Manager as and when required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		