



Role Profile

SAFER COMMUNITIES OFFICER			
Reference No:	A4575		
Service:	Housing and Safer Communities		
Job Family:	Community and Youth Work	Grade:	FC6

Purpose
<p>Assist in the provision of high quality, flexible and responsive service relating to the investigation of antisocial behaviour and related environmental protection matters to help promote a clean, safe and secure environment for the local community in Fife.</p> <p>Responsible, through education or enforcement, for ensuring compliance with legislative requirements including all relevant Acts, Regulations, Conditions, and Approved Codes of Practice.</p> <p>This will involve carrying out patrols, carrying out investigations, giving advice and taking legal action where necessary, including liaising with other teams, Services and Enforcement Agencies when appropriate.</p> <p>Participation in an out of hours service as part of the revised approach to tackling antisocial behaviour.</p>

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
Contributing to the effective delivery of operational Community Safety Services through:	Ability to work outdoors in all weathers	✓	
	Ability to travel between sites	✓	

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Demonstrating high profile policing in hotspots and public places to increase public confidence and reducing antisocial behaviour including environmental offences and noise nuisance. • Conducting co-ordinated foot and mobile patrols to identify problematic areas and deliver a targeted response. 			
Assisting in evaluating and implementing practical Community Safety Measures.			
Ensuring compliance with and keep abreast of relevant legislation, regulations and codes of practice.	Knowledge of relevant legislation		✓
Investigating cases of neighbour complaints and antisocial behaviour within domestic properties of all tenures and provide advice, signposting or take appropriate action or steps in line with relevant policy and procedures.	Communication and persuasive skills with the ability to remain tactful, firm and fair in potentially confrontational situations	✓	
Searching through waste to identify the offenders of fly tipping, or waste contained within gardens which may be disagreeable or mildly hazardous, removing the waste where practicable and thereafter taking appropriate action, such as providing advice, issuing warning letters, serving Statutory Notices and/or Fixed Penalty Notices.	Enforcement experience		✓
Deciding if a vehicle is abandoned by conducting appropriate checks with the Police and taking appropriate action including the serving of Notices to ensure removal for storage or destruction in accordance with approved procedures, including communication with Removal Contractors, Police, DVLA.			
Carrying out measurements of noise in accordance with the procedures contained within the Antisocial Behaviour etc (Scotland) Act 2004 and any relevant guidance of codes of practices.			
Patrolling, advising and enforcing breaches of relevant smoking legislation.			

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Assisting the line manager in preparing and circulating of various publicity materials in relation to relevant legislation, both current and pending.				
Operating and maintaining technically complex surveillance and noise equipment, ensuring that it remains fit for purpose and is utilised in line with legislative and policy guidelines.	Ability to operate equipment		✓	
Investigating, gathering evidence and co-ordinating the removal of graffiti, broken glass, needles, rubbish accumulations including hazardous waste from public places, gardens, closes and communal areas and reporting vandalism and property damage in streets to the appropriate agencies.	Team working skills Experience of partnership working Knowledge of Council Services and the ability to solve problems	✓	✓ ✓	
Acting as a local contact point for resident's enquiries and or problems either resolving or referring as appropriate.				
Facilitating Community clean-ups and arranging for the removal of waste	Knowledge of budget constraints		✓	
Agreeing priorities with local communities and attending Multi-agency/Tenant's and Residents/Enhanced Community Engagement/Community Council meetings as required.				
Promoting Community Safety at Events and deliver training as required.	Presentation skills		✓	
Completing adult and child Cause for Concerns as necessary.				
Preparing and submitting reports for consideration of the Procurator Fiscal in respect of non-compliance of statutory requirements.	Written communication skills	✓		
Attending and giving evidence in Court in required.				
Participating in training events, attending conferences and workshops to maintain skillset.	Ability to communicate with a wide range of audiences	✓		
Developing and implementing promotional and educational activities designed to highlight awareness of environmental, health and cost				

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implications associated with antisocial behaviour, littering, dog fouling, abandoned vehicles, illegal dumping and noise nuisance.			
As part of an investigation, conducting interviews with both witnesses and possible offenders with a view to gathering evidence and obtaining witness statements.	Experience in dealing with the public	✓	
Assisting in the development of practices and procedures to deal with legislative requirements.	Conflict avoidance/resolution skills	✓	
Implementing changes to procedures as required by Line Manager.	Positive work ethic and attitude	✓	
Dealing with enquiries in relation to relevant statutory provisions and providing advice.	Ability to embrace, accept and implement change	✓	
Maintaining detailed records and providing written reports to Line Manager in relation to alleged illegal activity and the action taken.	To work confidentially with a range of customers and have a helpful attitude	✓	
Carrying out a range of administrative duties including the preparation of statistics and the keeping of records.	Confident user of IT applications, showing ability to use packages effectively.	✓	
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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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.			

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.