



# Role Profile

<b>SAFER COMMUNITIES OFFICER</b>			
Reference No.	A4575	Type	Generic
Service	Housing and Safer Communities		
Job Family	Para Professional 3	Grade	FC6

<b>Purpose</b>
<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>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Contributing to the effective delivery of operational Community Safety Services through:	Ability to work outdoors in all weathers	✓	

E = Essential Criteria    D = Desirable Criteria

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<ul style="list-style-type: none"> <li>• Demonstrating high profile policing in hotspots and public places to increase public confidence and reducing antisocial behaviour including environmental offences and noise nuisance.</li> <li>• Conducting co-ordinated foot and mobile patrols to identify problematic areas and deliver a targeted response.</li> </ul>	Ability to travel between sites	ü	
Assisting in evaluating and implementing practical Community Safety Measures.			
Ensuring compliance with and keep abreast of relevant legislation, regulations and codes of practice such as: <ul style="list-style-type: none"> <li>• The Antisocial Behaviour Act 2004</li> <li>• The Environmental Protection Act 1990</li> <li>• The Dog Fouling (Scotland) Act 2003</li> <li>• The Refuse Disposal (Amenity) Act 1978</li> <li>• The Codes of Practice on Litter and Refuse</li> </ul>	Knowledge of relevant legislation		✓
Investigating cases of antisocial behaviour within domestic properties of all tenures including cases of hate crime and violence.	Very good communication and persuasive skills with the ability to remain tactful, firm and fair in potentially confrontational situations (Deliver results – See ‘How We Work Matters’ Framework)	✓	
Searching through waste to identify the offenders of fly tipping or waste contained within gardens which may be disagreeable or mildly hazardous	Enforcement experience		✓

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and deciding on appropriate action to be taken, including providing advice, issuing warning letters, serving Statutory and Fixed Penalty Notices.				
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 of 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.				
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 (Work Together) 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.				

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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.	Good standard of written English	✓	
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 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 (Take ownership) Conflict avoidance/resolution skills	✓ ✓	
Assisting in the development of practices and procedures to deal with legislative requirements.	Positive work ethic and attitude	✓	

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Implementing changes to procedures as required by Line Manager.	Ability to embrace, accept and implement change	✓	
Dealing with enquiries in relation to relevant statutory provisions and providing advice.	To work confidentially with a range of customers and have a helpful attitude (Focus on customers)	✓	
Maintaining detailed records and providing written reports to Line Manager in relation to alleged illegal activity and the action taken.	Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)	✓	
Carrying out a range of administrative duties including the preparation of statistics and the keeping of records.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> 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** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results