



## Role Profile

### OPCC Safer Gloucestershire Co-ordinator

#### Role Description

This Role Profile describes the main areas of responsibility associated with this post along with the knowledge, skills and experience required of the post holder. In addition, it describes the key activities and behaviours that the OPCC expects all employees at this grade to be able to perform and demonstrate.

In performing this particular role you may not be required to carry out or demonstrate all of the activities and behaviours described below, however you must be capable of doing so as the post-holder will be required from time to time to contribute to Organisational Objectives which may not be directly related to this role profile. The OPCC operates a rigorous vetting policy and applicants and employees must be aware that personal vetting will be applied as part of their recruitment and ongoing employment with the OPCC.

#### Main Responsibilities

The post holder will be responsible for the co-ordination and development of the Safer Gloucestershire Board. The role will help drive the community safety agenda across a multi-agency platform. The post holder will co-ordinate partnership activity and promote collaborative working.

You must be able to work effectively as part of a team, working together with colleagues across the service, and in partnership with internal and external stakeholders, at all levels.

Main Responsibilities:

- Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders (including District Council Chief Executives, Chief Executives of partner agencies, managers, employees, councillors, members of the public, voluntary and community sector and partnership agencies) to drive the community safety agenda within Gloucestershire.
- Regular liaison with Community Safety Partners.
- Research and implement best practice within the community safety partnership arena.
- Develop relevant policies and procedures to support these activities.
- Prepare and deliver detailed reports and presentations to the bi-monthly Board and within the wider community safety partnership arena as required.
- Undertake performance management and complex data analysis, promoting quality practice and service delivery. Able to present complicated data to stakeholders in a way that identifies issues and solutions.
- Promote active engagement between the Board and the public, to ensure community involvement with the initiatives.
- Identify funding and development opportunities at a local, regional and national level and present those opportunities to the Board.
- Assist with oversight of the Safer Gloucestershire budget and distribution of funds.
- Keep abreast of wider service developments as well as maintain knowledge of local and national regulations, policies and procedures to enhance the service accordingly, to satisfy internal and external demands

#### Rank\Scale

PO1

#### Reports To

Deputy Police and Crime Commissioner

#### Additional Information



## Role Profile

### OPCC Safer Gloucestershire Co-ordinator

**Vetting Level:** The role must be vetted to a minimum Recruitment Vetting (RV).

**Mobility:** The OPCC reserves the right to require you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

**Working Pattern:** Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

**Standards of Professional Behaviour:** All members of OPCC/ Police Staff / Police Officers must comply with these standards.

**Driving / License Travel:** The post holder may be required to travel to meetings around the county.

**Training and development:** Undertake the required training and development to maintain working knowledge.

### Experience and Qualifications

#### Essential

- Degree in a relevant subject, or significant work based experience in a related area
- Proven experience of delivering successful multi-agency outcomes
- Proven experience of managing stakeholder relationships
- Excellent communication and interpersonal skills
- A well-developed ability to manage a challenging and diverse workload under pressure, demonstrating skills in work prioritisation, organisation and time
- Ability to think strategically and lead a coordinated response.
- A full driving license and use of own transport when required to travel throughout the county.

#### Desirable

Knowledge and understanding of Gloucestershire's safeguarding policies and procedures.  
Experience of managing projects and initiatives including developing project plans and co-ordinating resources.  
Experience of performance management, coordinating information and data analysis.

### Competency Framework Values



## Role Profile

### OPCC Safer Gloucestershire Co-ordinator

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	<p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</p> <p>I think about different perspectives and motivations when reviewing information and how this may influence key points.</p> <p>I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</p> <p>I understand when to balance decisive action with due consideration.</p> <p>I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</p> <p>I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</p> <p>I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p>	Yes
Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	Yes



## Role Profile

### OPCC Safer Gloucestershire Co-ordinator

Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	Yes
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	Yes
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	Yes



## Role Profile

### OPCC Safer Gloucestershire Co-ordinator

Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>	Yes
--	-------------------	-------------------------------	--	-----

## NOS

NOS Unit	Unit Name	Unit Description