

## **ROYAL BOROUGH OF GREENWICH**

### **JOB DESCRIPTION**

**DIRECTORATE:** Housing & Safer Communities (HSC)

**SECTION:** Community Safety & Environmental Health (CS&EH)

**GRADE:** Assistant Director (Chief Officer - C)

**POST DESIGNATION (TITLE):**

**Assistant Director – Community Safety & Environmental Health**

Purpose of Job:

To be responsible to the Director for Housing & Safer Communities for:

- i) Strategic oversight of the Council's Community Safety & Environmental Health services areas
- ii) Strategic leadership of the Council's 'Integrated Enforcement' approach
- iii) Wider senior level contribution as part of the Directorate Leadership Team

Manages up to 6 direct reports and up to 150 directly employed and contracted staff.

Net budget responsibility of approx. £6m per annum plus additional oversight of contracts and work programmes up to £1m per annum

Main Duties:

- 1) To provide strategic leadership for the five service areas, covering community safety, CCTV, street enforcement & problem solving, Counterterrorism & Extremism, Environmental Health – Residential & Pollution, and Environmental Health – Public Safety & Trading Standards.
- 2) As the appropriate Chief Officer, champion the community & public 'safety' focused missions of the Council's corporate 'Our Greenwich' plan, helping to drive desired outputs and outcomes for the Royal Borough.
- 3) Act as the Lead and strategic point of co-ordination for all crime and disorder issues across the Council, ensuring that Council departments engage with criminal justice partners in an effective and appropriate manner. Ensure that elected Members are fully briefed about criminal justice issues.
- 4) Act as the Strategic Liaison between the Council and the Metropolitan Police, particularly the local (South East) Basic Command Unit (BCU) in which the Royal Borough is situated.

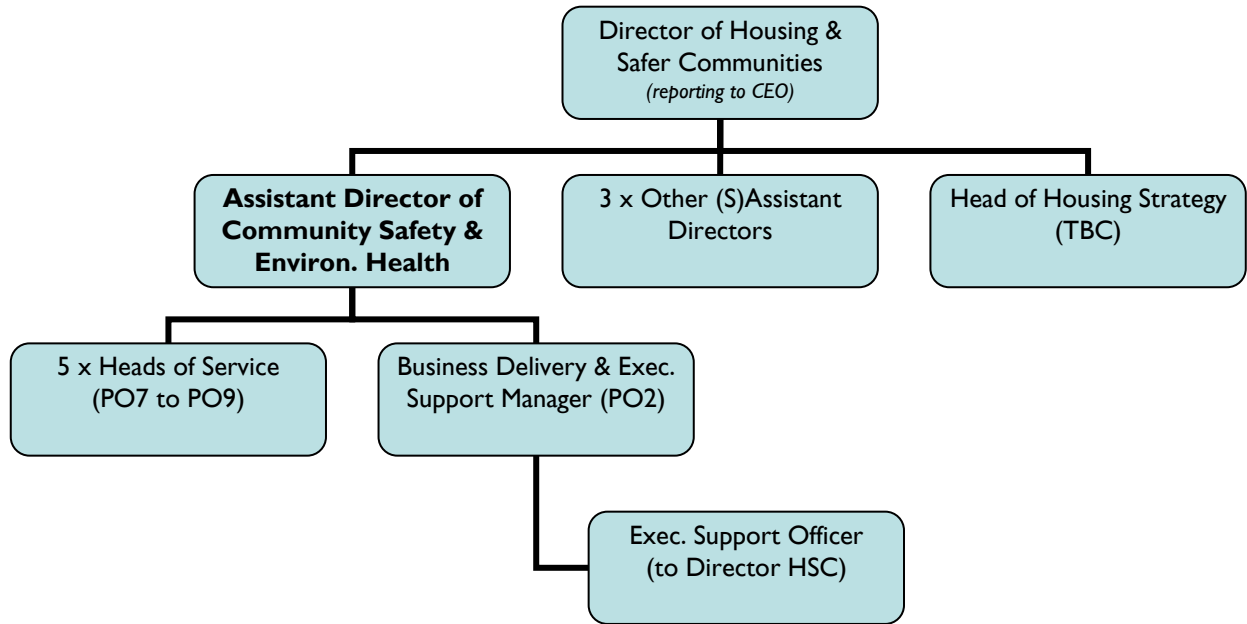
- 5) Provide strategic leadership of the Council's multi-agency approach to tackling high-profile, reputationally important issues, such as gang-related crime, domestic violence, and the private sector housing sector. Ensures that appropriate resources are in place through inward investment and negotiation with internal Council departments and statutory partners.
- 6) Provide sound fiscal oversight, ensuring the value for money and effectiveness of spend, both internally and externally. Where appropriate, holding partners & commissioned services to account for the delivery of outcomes and ensure that Members are able to scrutinise this work.
- 7) To oversee the Council's 'Integrated Enforcement' approach which drives collaboration, coordination and communication between enforcement teams and partner agencies.
- 8) To oversee the Council's counter-terrorism efforts, ensuring progress and delivery against any duties or obligations as the Chief Officer lead.
- 9) To contribute to the Community Safety Duty Senior On Call cover, in conjunction with the Heads of Service, for which no additional allowances will be payable.
- 10) To undertake any other work appropriate to the level and general nature of the post's duties.
- 11) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 12) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 13) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 14) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency. As a Chief Officer, to also undertake Silver level major incident command training.
- 15) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 16) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 17) This post requires a Basic DBS and will be supported by Safer Recruitment tools. Additional police vetting maybe required or desirable.
- 18) To undertake supervision/management of staff as and when required.
- 19) To deputise for the Director and other Assistant Directors as required.

20) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

**Director of Housing & Safer Communities**

# ORG CHART



## Person Specification

<b>Job Title</b>	ASSISTANT DIRECTOR OF COMMUNITY SAFETY & ENV. HEALTH
<b>Grade</b>	CHIEF OFFICER (C)
<b>Service/Section</b>	COMMUNITY SAFETY & EH MANAGEMENT
<b>Directorate</b>	HOUSING & SAFER COMMUNITIES

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview  
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
<b>Knowledge</b>		
Degree qualified, equivalent level professional qualification, or otherwise significant & relevant experience at a senior level.	AF	E
Strong knowledge covering a broad range of community safety, public protection & regulatory services. This includes both operational and legislative understanding.	AF/I	E
A good understanding of residential environmental health issues, covering aspects as private rented sector licensing & fire safety (cladded buildings).	AF/I	D
Strategic awareness of local government at local, regional, and national levels, including the challenges facing the sector.	AF/I/P	D
Holds specialist / relevant qualifications, accreditations & certifications.	AF	D
<b>Skills and Abilities</b>		
Proven decision making ability, including the identification and effective management of threat, harm & risk.	AF/I	E
Able to effectively communicate, both in writing and verbally, with a diverse range of people.	AF/I	E
A high level of personal resilience and ability to manage conflict & crisis effectively in difficult circumstances.	AF/I	E
Able to work outside normal office hours in line with the changing demands of the post. This includes rostered on-call duties.	AF	E
Already holds or willing to undertake appropriate police vetting if/as required.	AF	E
Confident with technology, particularly in the use of	AF	E

common business ICT hardware and software (e.g. Microsoft Office).		
<b>Experience</b>		
Substantial, senior level leadership experience within community safety and/or regulatory settings	AF/I	E
Proven experience working with elected members as well as diverse range of partners, including statutory, non-statutory and voluntary sector. This would particularly include working with the Metropolitan Police or other constabularies in a community safety, regulatory or similar setting.	AF/I	E
Experience devising and delivering against strategies, business plans & performance frameworks to maximise outputs & outcomes for customers & communities	AF/I	E
<b>Equal Opportunities &amp; Values</b>		
Understanding of and commitment to the Council's Values and equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Council's values and ability to put into practice in the context of this post.	AF/I	E
<b>Managers/Supervisors only</b>		
(see <a href="#">management standards</a> guidance for full descriptions)		
• Leadership levels	III	E
• Communication levels I, II or III	III	E
• Performance Management levels I, II or III	III	E