

Network Support Officer (Safer Communities Network)

Closing Date: 11th July 2021

Interview Date: Week Commencing 19th July 2021

Salary: Grade 3 - SCP 17 – 24 (£24,491 - £28,672)

Term: Full Time, fixed term until 31st March 2023

Reports to: Business & Network Development Manager (Safer Communities Network)

Based: One Canal Parade, Cardiff (this is a pan Wales post so regular travel to Cardiff and across Wales will be expected although flexibility around location subject to negotiation)

Politically Restricted: No

Welsh Language essential: No

About the Role

To contribute to the development and co-ordination of the Wales Safer Communities Network through the provision of high quality, efficient and effective business, communication, administrative and financial management support to the network team, associates and members.

Duties and Responsibilities:

- Provide dedicated business, administrative and financial management support to the Network team, prioritising workload as appropriate;
- Contribute to the monitoring and evaluation of Network activity by supporting the creation of spreadsheets, databases, surveys, briefings, reports, web and social media content;
- Arrange individual, group and Network meetings and events both online and offline, as required, keeping diaries up to date booking suitable venues or online conference facilities and undertaking associated tasks, such as sourcing equipment.
- Create routine letters, emails and communications from core information and produce high quality minutes of meetings in agreed Network format;
- Support the production of high quality presentations, communications and training materials and other documents;
- Support the Communications & Events Manager with website, social media and communication matters as required;
- Manage the effective communication of the team and other initiatives, ensuring information is made available via the Network website as appropriate;
- File and maintain all relevant documentation in appropriate hard copy filing systems and electronic databases;
- Responsible for maintaining financial records/systems (using Sage Accounts and Microsoft Excel) and deal with accounts and financial queries from members, associates and other stakeholders;

- Manage and create purchase orders, delivery notes, payments and input and process invoices, keeping a record of Network income and expenditure, including liaison with the host organisation's Finance Officer;
 - Organise car hire, travel and accommodation in connection with Network business;
 - Reconcile Network budgets spreadsheets with expenditure recorded by the host organisation's Finance Officer;
 - Provide monthly budget income and expenditure reports to the team;
 - Maintain an accurate and accessible contact database for team members in line with General Data Protection Regulations (GDPR);
 - Oversee the management of all company resources and co-ordinate repairs and maintenance of property and equipment by liaising with external contractors, IT consultants, IT provider, landlord, etc.
 - Leading on monitoring of compliance with office-based health and safety requirements;
 - Attending meetings, representing the Network and supporting the organisation's visibility as required including supporting the Network team in connecting stakeholders;
 - To undertake any other duties as required, commensurate with the duties and role of this post.
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Person Specification

Essential

Skills and Aptitude:

- Excellent communication skills, both written and verbal.
- Excellent organisational skills, reliable and self-motivated.
- Excellent numeracy skills.
- Ability to operate with tact, diplomacy, discretion and political awareness/sensitivity.
- Competent in all key Microsoft Office applications.

Knowledge and Experience:

- Experience of routine budget control and management.
- Experience of managing financial records and systems.
- Experience of providing a wide range of administrative support tasks including minute taking.
- Experience of organising events and meetings, involving multiple stakeholders.
- Experience of creating high quality presentations and documents including formatting.
- Experience of managing information and databases in accordance with GDPR.

Attitude and Motivation:

- Committed to providing excellent customer service.
- Committed to equality practices.
- Committed to working in partnership to improve community safety.

Other:

- Prepared to undertake travel across Wales if required.
- Prepared to work weekends and evenings if required.

Desirable

Skills and Aptitude:

- Welsh language verbal and written skills.
- Skills in web content writing, editing and management.
- Skills in social media content creation, editing and management including using Canva or other design software.
- Full UK driving licence.

Knowledge and Experience:

- Experience of operating within a bilingual environment.
- Experience of web content writing, editing and management.
- Experience of social media content creation, editing and management including using Canva or other design software.
- Experience of working within community safety, policing and/or criminal justice partnerships.
- An understanding of community safety and related issues.
- Experience of working in or with charities, not-for-profit organisations and community groups.

Attitude and Motivation:

- Willingness to learn Welsh.
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Information about the Safer Communities Board for Wales

This post will primarily support and take forward the work of Wales Safer Communities Network. The Network aims to become the strategic voice for community safety in Wales, working collaboratively with its members to champion and support community safety partnership working and influence the shaping and development of national policy and local delivery.

Wales Safer Communities Network is a key priority for the Safer Communities Board, who provides oversight and governance to the Network's development. The Board has been established by local government and policing in Wales, involving other partners, with the aim of providing effective shared leadership to support local partnership working to support safe, strong and more confident communities.

Benefits: Working at the WLGA

The WLGA is an exciting place to work.

The WLGA is in the process of reviewing its office accommodation, with a view to retaining a Cardiff-based office with increased homeworking from September 2021.

We seek to offer staff a friendly, supportive and flexible working environment and staff are entitled to a range of benefits including:

- Incremental pay rises and contributory local government pension scheme
- 26 days annual leave, rising to 29 after 3 years then rising to 32 after 5 years of service, plus 8 days bank holiday
- Agile working policy which encompasses Flexitime, flexible working including options to work from home.
- Cycle to work scheme, travel loan facilities and free staff car park
- A range of supportive policies, including career breaks, job share, leave purchase scheme and other leave arrangements.
- Generous maternity, adoption, paternity and shared parental leave
- Centrally located office in the heart of one of the UK's most vibrant cities

Terms of Employment

Association employees are employed on the conditions of service of the National Joint Council for Local Government Services, amended by local agreements. The principal provisions are outlined below:

Salary:

Salary is payable calendar monthly by bank credit on or about the 15th of each month.

Hours of Work:

The working week is 36 hours. Office opening hours are 9.00 am to 5.00 pm Monday to Friday although the demands of the post may necessitate a variable working pattern.

Flexible Working Time:

The Association offers a flexi time policy to all grades up to Head of Policy Level.

Travel and Subsistence:

It is a condition of appointment that staff will be prepared to work on occasion anywhere within Wales, the rest of the United Kingdom or Europe. Travelling and subsistence expenses will be payable, in accordance with the Association's scheme, when staff work away from their fixed centre.

Annual Leave:

The annual leave entitlement for a full year (the leave year runs from 1 April to 31 March in the following year) will initially be 26 days, in addition to statutory holidays. Existing local government employers may attract additional leave based on continuous local government service.

Pension:

The successful candidate will automatically be admitted to the Local Government Pension Scheme. This is a contributory scheme which has defined benefits for employees.

<https://mpfmembers.org.uk/content/members-currently-contributing-lgps>

Period of Notice:

The period of notice which staff are required to give is one calendar month, commencing on any day in the month. Staff will also be entitled to receive one calendar months' notice, or the current statutory notice period, whichever is greater.

Terms of Secondment (if applicable):

The successful candidate will remain an employee of their current employer which, will continue to pay their salary and the Association will reimburse the salary to the employer. In addition, their terms and conditions of employment will remain unchanged. The Association will reimburse business travel and expenses incurred on secondment. Interested applicants will need to be aware of their organisation's secondment policy and obtain prior approval of their employer.

WLGA Politically Restricted Posts:

The WLGA will not appoint as an employee or worker in any capacity, any Councillor who is currently a Member (including co-opted member) of a local Authority or any other member body of the WLGA e.g. National Park Authority or who had been a Member in the previous 12 months (s.116 Local Government Act (LGA) 1972).

The following posts are considered to be politically restricted (in line with those local authority roles as specified in Section 2(1) of the 1989 Act¹:

- All members of Senior Management Team
- All officers paid above Spinal Point 30
- Other officers giving advice to local authorities on a regular basis
- Any officers with a role which involves speaking on behalf of the WLGA to the media.

The Association is an Equal Opportunities Employer.

¹ Part I of the Local Government and Housing Act 1989 and Local Government (Politically Restricted Posts) (Wales) Regulations 2008

Apply Now!

For an initial discussion about the role please contact Sarah Capstick, Business & Network Development Manager (Safer Communities Network) on 07384469664.

To apply, please send a covering letter with a completed application form by the closing date of 11th July 2021 to:

HR Manager
Welsh Local Government Association
Local Government House
Drake Walk
Cardiff, CF10 4LG
e-mail recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview via Microsoft Teams the week commencing 19th July 2021 with the date to be confirmed.

Shortlisted applicants may be requested to undertake a task before attending for interview, as well as pre-interview tasks on the day, followed by an interview with a selection panel.