

Head of the Safer Communities Network

Closing Date: Sunday 26th September 2021

Interview Date: date to be confirmed

The successful candidate will lead the Safer Communities Network team, made up of a Business & Network Development Manager, Communications & Events Manager and Business Support Officer. The post is hosted and managed by the WLGA on behalf of lead partners of local government and Policing in Wales and working in collaboration with other key partners in achieving safer communities.

Salary: Grade 7 - SCP 50 – 52 (£51,603 - £ 59,358)

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

Reports to: Director of Social Services and Housing

Based: One Canal Parade, Dumballs Road, 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: Yes

Welsh Language essential: No

History

Community Safety Partnerships, each to be led jointly by the Local Authority and the Local Police and involving partner agencies and the local community, were established as a statutory requirement by the Crime and Disorder Act 1998 and have a positive history of problem solving and early intervention to prevent harm and reduce crime and anti-social behaviour.

During the past decade, when resources were cut drastically for Councils and the Police, much of the work of Community Safety Partnerships was weakened, leading to a Ministerial initiative by Welsh Government to refresh Community Safety in Wales, following which the WLGA and Policing in Wales – representing the lead local partners – established the Safer Communities Board for Wales and invited other relevant partners to join the Board. The key development has been the work to develop a Safer Communities Network for Wales.

Financial support to establish the Network has been provided by Welsh Government, as well as the two lead partners, and enthusiasm has been shown by the other key partners and by community safety practitioners in both Local Government and Policing.

Remarkable progress has been made in developing the Network and in providing strategic leadership across Wales and we are now seeking an inspirational team leader to maintain and continue this ground-breaking initiative.

About the Role

The post-holder will work closely with and be accountable to the Safer Communities Board to:

- lead the development, establishment and co-ordination of the Safer Communities Network for Wales;
- provide line management for the Network staff team and specifically the Network Business & Network Development Manager and the Network Communications & Events Manager;
- support and coordinate successful completion and delivery of the Board's work programme as agreed;
- promote, support and facilitate the reinvigoration of local, regional and national leadership for community safety partnership working across Wales;
- be responsible for keeping stakeholders up to date with policy and practice developments in community safety and related areas;
- provide opportunities for sharing emerging and evidenced best practice on the coordination and local delivery of community safety priorities.

Duties and Responsibilities:

- To provide direct leadership on behalf of local government and policing in delivering Safer Communities priorities, ensuring there is wide understanding and buy-in among all partners to the importance of community safety.
- Promoting and enabling strategic leadership within other aspects of partnership working, including the work of Public Service Boards, Regional Partnership Boards, joint work on substance misuse, violence prevention, safeguarding vulnerable people and mental health.
- Lead the development and delivery of a work programme that supports the work of the Board and collaborative actions at national, regional and local levels as appropriate, identifying key deliverables and outcomes, ensuring that key partners are kept abreast of any proposed changes in legislation or policy at Wales and UK levels that are relevant to the work on Community Safety.
- Assess and report on the implications of Welsh Government's response to the report from the Justice Commission for Wales, identifying potential issues and/or implications relating to the delivery of community safety and supporting implementation of recommendations as appropriate or relevant to local government and/or policing.
- Establish and maintain effective working relationships with key stakeholders in the community safety agenda (including devolved and non-devolved bodies), especially those working in Wales in the criminal justice system and those working in related early intervention work, such as Public Health Wales.
- Establish and maintain on-going contact with lead community safety officers in key partner bodies including facilitating the sharing of best practice and ensuring that community safety practitioners are supported to gain the required skills and knowledge to implement the new vision.
- Lead the development of guidance for community safety partnership working that sets out how partners can embed the Sustainable Development principles and the Hallmarks of Effective Partnership.
- Work directly with Welsh Government, Home Office, Ministry of Justice and Police & Crime Commissioners to clarify the availability and purpose of funding for community safety partnership working, programmes and initiatives across Wales.

- Identifying and determine how improved sharing of resources can be utilised to increase capacity to drive forward strategic and operational community safety work at the local, regional and national level.
- Develop arrangements to enable the development of best practice in relation to sharing intelligence and data and support work to increase/make best use by CSPs of existing analytical capacity across policing, local government and other partners.

In leading the further development, establishment and co-ordination of the Wales Safer Communities Network:

- Continue to develop and implement stakeholder communications, engagement & involvement strategies, business plans, work plans and other strategies, including identifying and exploiting opportunities for income generation and future development for the Network;
 - Lead the development and implementation of a Network membership model and fees structure and the creation, implementation and co-ordination of complementary programmes of Associate Membership (subject matter experts), peer support, community safety volunteers and to explore the potential to establish a community safety network apprenticeships scheme;
 - Maintain the creation, implementation and co-ordination of member contact and support services, including the establishment and management of a stakeholder and members database in line with General Data Protection Regulations (GDPR);
 - Lead the establishment and continuation of associated sub networks such as the Wales Multi Agency Data & Analysis Improvement Network, Community Justice Cymru together with regional, thematic and peer support networks;
 - Continue engagement with Welsh Government and others on the establishment of a Single Unified Safeguarding Reviews (SUSR) Coordination Hub by the Safer Communities Network and associated activities
 - Lead the development of Network products such as policy and practice briefings, toolkits, guidance, effective practice case studies, learning & development programmes and events such as conferences and seminars/webinars;
 - Ensure the ongoing monitoring and evaluation of Network activity by ensuring the creation and maintenance of spreadsheets, databases, surveys, briefings, reports, web and social media content;
 - Ensure the management of the Network's financial records/systems (using Sage Accounts and Microsoft Excel) in liaison with the host's Finance Officer and ensure co-ordination of accounts and responses to financial queries from members, associates and other stakeholders;
 - Ensure the development and implementation of organisational policy and practice and ensure compliance monitoring;
 - Ensure the growth of the Network's profile and engagement with stakeholders through social media, interactive technologies and other methods;
 - Ensure the organisation of events such as conferences, seminars, webinars, training programmes and consultations;
 - To provide line management for the Network team and specifically the Network Business & Network Development Manager and the Network Communications & Events Manager;
 - To work flexibly across all network team roles and to undertake any other duties commensurate with the grade and responsibilities of the post as required.
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Person Specification

Essential

Skills and Aptitude:

- Excellent communication skills, both written and verbal.
- Excellent organisational and planning skills including staff and stakeholder management and co-ordination of projects and programmes.
- Skills in business and financial management, income generation or fundraising.
- Ability to negotiate and influence change at a senior level across organisations and partnerships and to communicate effectively with a wide range of stakeholders, operating with tact, diplomacy, discretion and political awareness/sensitivity.
- Ability to negotiate and broker agreements with multiple and diverse stakeholders including at local, regional and national levels.
- Media, public relations and communications/presentational skills.

Knowledge and Experience:

- Detailed knowledge of the community safety agenda throughout Wales and the full legislative context that governs community safety, crime reduction and reducing reoffending – including the relevant Welsh legislation such as the Well-being of Future Generations Act.
- Demonstrable experience of working in a public policy environment at a senior level, including researching, developing, analysing and presenting policy analysis and proposals and interpreting their impact, relevance and implications for public services.
- Knowledge of current issues and challenges facing local government, policing and the wider criminal justice and public sector, particularly in relation to promoting and embedding community safety.
- Knowledge and understanding of equality and human rights legislation and best practice, its requirements on public bodies, and awareness of relevant equality issues in the criminal justice system.
- Experience of managing staff, budgets and resources including implementation and oversight of performance management systems and processes.
- Experience of working with charities, not-for-profit organisations and community groups including the use of effective community engagement and involvement models.

Attitude and Motivation:

- Committed to working in partnership and with external stakeholders to improve public services.
- Committed to providing excellent customer service.
- Committed to equality practices.
- Flexible and adaptable to new ways of working.

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.
- Full UK driving licence.

Knowledge and Experience:

- A qualification relevant to Community Safety, Prevention of Harm or Community Development.
- A training qualification or experience of designing and delivering training events and activities.

Information about the Safer Communities Board for Wales

This post will primarily support and take forward the work of the Safer Communities Board, supporting and enabling the Board to provide leadership, oversight and direction to community safety work across Wales. 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.

The Board will provide shared national leadership in tackling and addressing community safety issues, including identifying new and emerging shared priorities for action and ensuring a supportive policy, practice and partnership infrastructure is in place to enable successful delivery, locally and regionally as most appropriate. It will also promote joined-up approach nationally and locally to related initiatives and projects such as the Violence Prevention Unit, the ACE's Hub and Early Action Together to highlight the importance of prevention and early intervention approaches and ensuring they are embedded in practice locally, regionally and nationally in Wales.

About the WLGA

The Welsh Local Government Association represents the interests of local government and promotes local democracy in Wales.

Our aim is to **promote, protect, support and develop democratic local government** and the interests of local authorities in Wales.

We are a politically led, cross party organisation that seeks to give local government a strong voice at a national level. The WLGA is a membership organisation that represents all 22 local authorities in Wales, the 3 fire and rescue authorities and the 3 national park authorities as associate members.

We believe that services are best provided within a democratic framework of local accountability and that the people who use public services should have as much of a say in the way they are organised, managed and funded as possible. Local government is seen as being the tier of government closest to service users and best able to respond to their needs. We support the role of the Welsh Government in setting the strategy for public services nationally but believe that it is down to local government to interpret strategy to deliver services based on local circumstances and local priorities.

Much of our work is focused on the Senedd (formerly the National Assembly for Wales), the Welsh Government and other national stakeholders and partners. We also liaise with the Wales Office and UK Government and work closely with the LGA in London in seeking to influence non-devolved policies and legislation and, in particular, the recovery from COVID 19 and responding to developments around Brexit.

Our work involves engagement with Ministers, Members of the Senedd, and other national and governmental organisations. We promote the important role of local government to Members of the Senedd and seek to enhance and protect councils' reputation and secure positive change to legislation. The WLGA's lobbying work is therefore extensive.

Our Values

In working towards its primary purposes, we seek to be:

- **Ambitious** in our expectations and in our vision for local democracy and local services;
- **Accountable** to our members and member authorities;
- **Proactive** in our defence and promotion of local democracy, our policy development and our engagement with members;
- **Receptive** through listening to and considering the range of views of our membership, partners and stakeholders;
- **Responsive** through our services and support to our members and member authorities;
- **Collaborative** in our approach to governance and partnership working with Welsh Government and other stakeholders.

We also work towards upholding and promoting equality, diversity and human rights; including promoting diversity in democracy and supporting councillors in their role as democratically elected local representatives.

We are committed to equality and fairness and although we are not a statutory body, we operate in the spirit of legislation such as the Equalities Act, Freedom of Information Act and the Wellbeing of Future Generations (Wales) Act.

Our Aims and Priorities

Our priorities are underpinned by our core aims to secure:

- **Reform, continuous improvement and a commitment to partnership** - we believe in local government reform and seeking continuous improvement as a process for delivering better outcomes and services for the people of Wales, and in ensuring that resources are used as effectively and as efficiently as possible;
- **Fair and flexible funding** – councils need greater fiscal autonomy and flexibility to respond to local needs and priorities. Specific grants should be transferred into the settlement, after an agreed period of time, and the Welsh Government should fully cost and fund any new national initiatives and/or legislation and should commit to multiyear financial settlements, so councils can plan more effectively;
- **Commitment to the principle of Subsidiarity** – the Welsh Government and the Senedd should commit to the European Charter of Local Self Government and the principle of subsidiarity, where the presumption is that power is transferred to the level of government closest to the people. The Welsh Government has a clear national strategic role, but councils want to see momentum behind the devolution of powers beyond Cardiff Bay to local government and to local communities.

We will also:

- **Promote the role and prominence of councillors and council leaders**, emphasising their equal democratic mandate with national politicians.
 - **Ensure maximum local discretion in legislation or statutory guidance** where councils and regions have flexibility in determining regional priorities, services and governance arrangements.
 - **Promote sector-led improvement**, with an emphasis around digital and innovation, supporting authorities in sharing best practice, developing workforce skills and developing a new corporate peer review programme.
 - **Encourage a vibrant local democracy, promoting greater diversity** and enhanced democratic engagement and supporting councillors' development and training.
 - **Support authorities to effectively manage their workforce** through our role as the Employers' Organisation.
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Benefits: Working at the WLGA

The WLGA is an exciting place to work.

The WLGA is in the process of moving to new, modern, open-plan offices at One-Canal Parade, Cardiff (as of October 2021). This is part of an exciting new urban development, which includes local amenities and is within a brief walk from Cardiff Central Station and the City Centre. The WLGA is also introducing new Agile Working arrangements from September 2021, which means that staff will be able to balance working from home and public service hubs, as well as the WLGA's Cardiff office.

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. The WLGA is introducing new Agile Working arrangements which will provide staff with significant flexibility around working hours, non-working time and annual leave.

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 and the organisation, please contact Naomi Alleyne, Director of Social Services and Housing on 07770958639.

To apply, please send a covering letter with a completed application form by the closing date of Sunday 26th September 2021 to:

HR Manager

e-mail recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview via Microsoft Teams with 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.