|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile Title:** | Cohesion and Prevent Officer | bmbccolb | | | | | |
| **Reports to:** | Service Manager |
| **Employee Management:** | None | **Grade:** | 10 | **Profile Ref:** | 104891 | | |
| **Purpose of the Post** | | | | | | | |
| To lead the coordination, implementation and delivery of all aspects of the community cohesion and Prevent agenda ensuring a risk-based approach to promote cohesive communities and reduce the threat from terrorism thereby stopping people becoming terrorists or supporting terrorism. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * Coordinate all activity on behalf of the local authority promoting community cohesion and Prevent agendas across both statutory and non-statutory partners. | | | | | | | |
| * Lead on the development and delivery of strategies, policies, projects and action plans in relation to community cohesion and the Prevent agenda in collaboration with relevant partners. | | | | | | | |
| * Work with local communities, including businesses, voluntary and community organisations and faith organisations to strengthen the understanding of community cohesion and capacity to support Prevent work to help prevent people from being drawn into terrorism whilst fostering a climate of trust and confidence, empowering all sectors and communities to work together promoting integration and social responsibility. | | | | | | | |
| * Ensure strong governance, assurance and accountability arrangements are in place to oversee and direct work locally ensuring clear connectivity to Safeguarding Boards and other associated Partnership infrastructure. | | | | | | | |
| * Maintain an up to date picture and analysis of the nature and extent of local radicalisation and extremist activity against which an action plan will deliver ensuring that senior officers within the council have a clear understanding of the current position along with all relevant specified authorities. | | | | | | | |
| * Engage with the local Channel Panel and raise awareness of Channel locally to increase referrals where appropriate. | | | | | | | |
| * Work in collaboration and assist in developing an appropriate workforce development programme in relation to both community cohesion and Prevent. | | | | | | | |
| * Support intelligence gathering on community tension and share with relevant partners in line with Data Protection, other relevant legislation and Information Sharing Agreements in order to effectively manage and mitigate emerging risks to community cohesion. | | | | | | | |
| * Provide professional advice, guidance and information on the relevant legislation and duties in relation to community cohesion and Prevent. | | | | | | | |
| * Contribute to the development of a customer focused approach, marketing the service in a positive and professional manner. | | | | | | | |
| * Prepare and deliver reports and presentations in relation to community cohesion and Prevent. | | | | | | | |
| * Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors, members of the public, voluntary and community sector and partnership agencies. | | | | | | | |
| * Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement. | | | | | | | |
| * 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. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Relevant Level 6 qualification. | | | | | | A/C | E |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Substantial experience of working in a community safety or an integration/community cohesion role. | | | | | | A/I | E |
| * Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. | | | | | | A/I | E |
| * Considerable experience of strategy, policy and delivery plan formulation and implementation. | | | | | | A/I | E |
| * Experience of working at senior levels within an organisation and partnership context, sometimes in areas of tension and conflict. | | | | | | A/I | E |
| * Substantial experience of developing and implementing performance management frameworks managing performance to achieve agreed priorities and outcomes across organisational boundaries. | | | | | | A/I | E |
| * Experience of project and programme management undertaking cost-benefit analysis to achieve value for money and deliver improved outcomes. | | | | | | A/I | D |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Substantial knowledge of local and national strategies, policies and relevant legislation. | | | | | | A/I | E |
| * Working knowledge of Microsoft applications. | | | | | | A/I | E |
| * Detailed knowledge of partnership working practices and principles. | | | | | | A/I | E |
| * Extensive knowledge of performance management, quality systems and quality assurance development. | | | | | | A/I | E |
| * Commitment to and an understanding of equality and diversity issues within a diverse community. | | | | | | A/I | E |
| * Working knowledge of what constitutes both violent and non-violent extremism and how this can manifest in local communities. | | | | | | A/I | D |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. | | | | | | A/I | E |
| * Ability to work at senior levels within an organisation and partnership arrangements, sometimes in areas of tension and conflict. | | | | | | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. | | | | | | A/I | E |
| * Skilled in carrying out research and developing strategies, policies and procedures. | | | | | | A/I | E |
| * Highly developed service planning skills with the ability to identify and assess risks and effectively manage and implement change across a partnership landscape. | | | | | | A/I | E |
| * Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences ranging from senior officers and Elected Members to operational staff teams and strategic partnership boards. | | | | | | A/I | E |
| * Ability to work in a political and sometimes sensitive environment requiring confidentiality and sound judgement. | | | | | | A/I | E |
| * Highly developed skills in analysing, planning and problem solving with the ability to interpret varied and complex information to inform the development of responsive solutions/strategies over the short, medium and longer term. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Undertake and pass Level 2 enhanced Police vetting processes in line with local and national requirements. | | | | | | A/I | E |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |
| * Work in accordance with the council's vision, priorities, values and behaviours. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |