



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Serious Violence Manager	Grade: PO4
Section: Chief Executive Office	Directorate: Chief Executives Group
Responsible to following manager: Neighbourhoods and Criminal Justice Manager	Responsible for following staff: Individual Support Action (ISA) Practitioner (18-25) Serious Violence Community Co-ordinator
Post Number/s: RWKC01	Last review date: 16/08/22

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The post-holder will be responsible for building strong relationships with statutory and voluntary sector organisations, communities and individuals to collectively address persistent and problematic serious violence in line with the new statutory obligation held by the Community Safety Partnerships of each council. To encourage a cohesive approach by statutory partners and the community towards serious violence.



Specific Duties and Responsibilities

1. Provide leadership and coordination around the statutory response to serious violence for Richmond and Wandsworth councils. To build a network of key individuals, statutory and voluntary sector organisations to reduce serious violence and mitigate risk to individuals within each borough. This will incorporate building community cohesion and reducing the fear of serious violence.
2. To develop and build upon relevant serious violence needs assessments for each borough and to maintain evaluation of key projects in response to their key objectives around serious violence.
3. To maintain and update the Violence Reduction Units Serious Violence Plans on behalf of the partnerships in each borough.
4. To develop and support community led forums in each borough in relation to serious violence – i.e. Knife Crime Forum in Wandsworth and the Richmond robbery Forum.
5. To scope and develop funding bids based on need and community intervention to mitigate serious violence in each council's area.
6. To be the single point of contact for the Violence Reduction Unit for each council and to send them the project outcomes on a quarterly basis..
7. To manage the violent crime transition staff and any other relevant staff for each council as required in line with agreed HR processes.
8. To report directly to the Neighbourhoods and Criminal Justice Manager for Richmond and Wandsworth.
9. To attend appropriate strategic and operational meetings that impact on the aims and functionality of the role.



10. To manage relevant finances commensurate to the role – In particular the London Crime Prevention Fund (Violence Reduction Unit) and the Wandsworth Knife crime Forum Fund.
11. To take on key responsibilities as laid down by the Neighbourhoods and Criminal Justice Manager. This includes developing specialist knowledge, sharing best practice, or running key initiatives across the three boroughs and writing appropriate reports in relation to serious violence.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety as laid down in policies of Richmond and Wandsworth.
- To adhere to security controls and requirements as mandated by the Richmond and Wandsworth SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand all the Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the councils.
- The Richmond and Wandsworth Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.



Additional Information

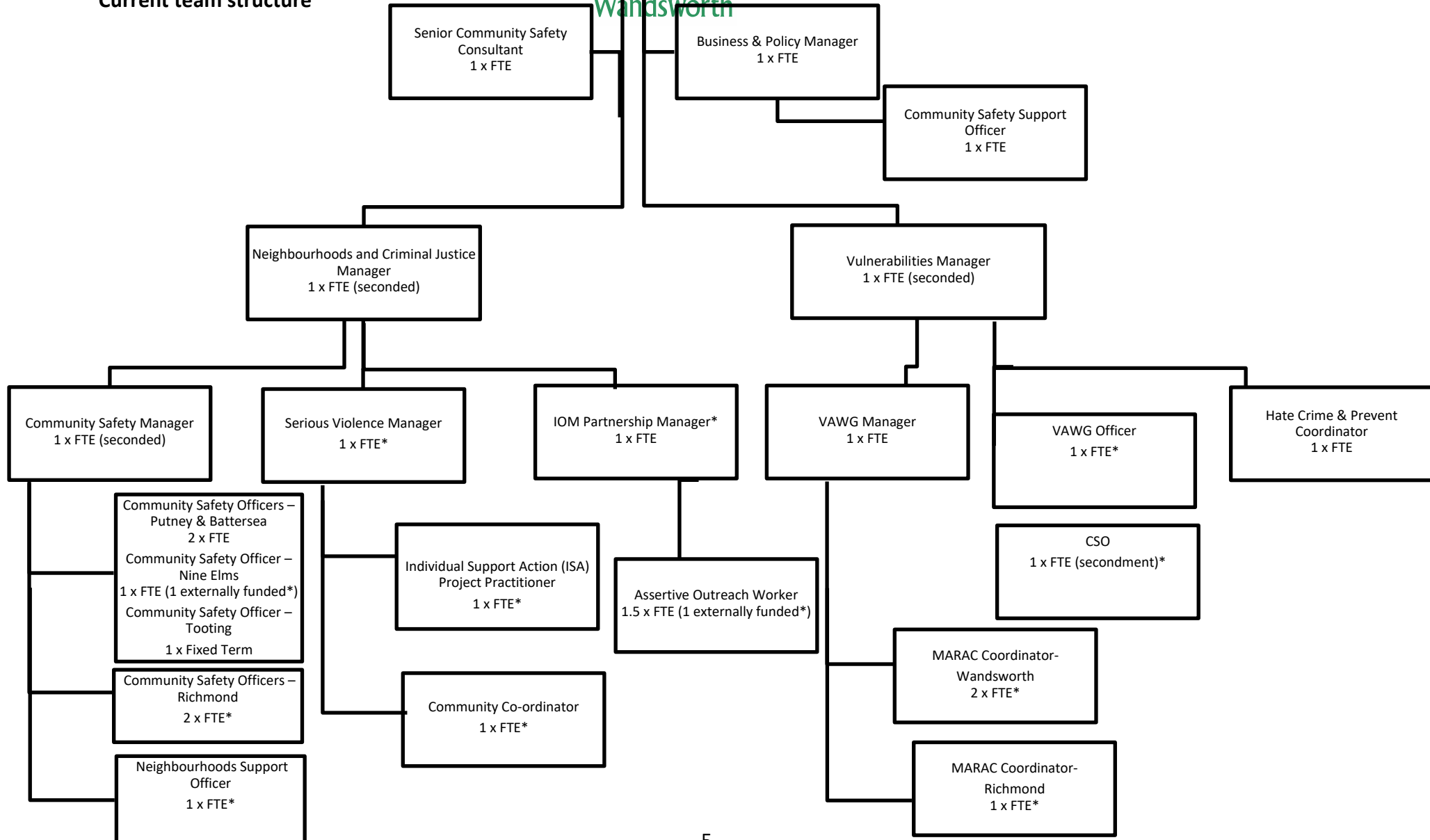
- Post holder will be expected to work flexibly across three locations (Wandsworth Town Hall and Richmond Civic Centre) as well as having working from home arrangements.
- To work evenings and weekends as required to provide a high-quality service and ensure engagement meets the targeted audience.



Current team structure

Head of Stronger and Safer Communities
1 x FTE

Wandsworth





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

- **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
- **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
- **Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.



Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
An understanding of the serious violence crime issues that impact upon communities and of powers available to address these issues.	A/I
An understanding and experience of community led engagement in improving the safety and security of, and improving the levels of public confidence in, localities, and through what means this can be achieved.	A/I
An understanding of the importance of partnerships in community safety and how these can be developed especially through the relevant Community Safety Partnership Boards.	A/I
Experience	
Experience of partnership or multi-agency work in order to achieve shared objectives.	A/I
Experience of working in a community safety related role which involved engagement with the public around serious violence.	A/I
Experience of managing staff and third sector project leads	A/I
Experience of financial management relevant to the role especially with regard to grant funding and developing grant bids from central and local Government.	
Skills	
Ability to organise and prioritise own workload, within defined requirements for the role.	A/I
Ability to develop, commission and implement projects relevant to the role.	
Good communication and interpersonal skills in order to deliver reports and assessments clearly and concisely and develop productive working relationships across the relevant partnerships.	A/I
Good knowledge of and ability to use standard IT packages (Microsoft Office and Outlook).	A/I/T
Qualifications	
Degree level or equivalent by experience.	A/C

A – Application form

I – Interview

T – Test
C - Certificate

