

JOB DESCRIPTION

DATE – February 2008

DESIGNATION – Assistant Projects Officer (Community Safety)

DEPARTMENT – Executive Services

GRADE - Scale 3/4

HOURS – 37 hours per week

CAR ALLOWANCE – Casual

REPORTS TO - Crime Reduction Co-ordinator

GENERAL DESCRIPTION OF DUTIES

To deliver a range of community safety projects taking forward actions in the Community Safety Plan and to assist with other community development work as required.

SPECIFIC DUTIES

1. Contribute to the work of the Community Safety Team and Community Safety Partnership, as directed by the Crime Reduction Co-ordinator.
2. Deliver a range of community projects to take forward actions from the Community Safety Plan.
3. Attend meetings and prepare reports, correspondence, appropriate publicity material and performance information in relation to the community projects undertaken.
4. Liaise with Community Safety partners and other relevant bodies in relation to the delivery of actions and initiatives instigated by the Community Safety Partnership.
5. Contribute, as required to the monitoring and review of the Community Safety Plan and the annual strategic assessment of crime and disorder.
6. Assist with the compilation and presentation of information and statistics related to community safety.
7. Contribute, as required, to projects and tasks within the Council's Community Development function.
8. To carry out other such duties within the scope of the job as may be directed by the Crime Reduction Officer or the Corporate Services Manager.

PERFORMANCE MEASURES

- Number of community projects delivered with successful outcomes and to the required timescale
- Flexibility in attending meetings and community events/initiatives during evenings and weekends
- Confidentiality when dealing with sensitive information
- the ability to work effectively and constructively with others
- courtesy and clarity when dealing with the Council's customers and partners
- confidence in the use of IT and a positive approach to learning and self development

OTHER FACTORS

Job descriptions are working documents produced for various different purposes and in varying degrees of detail. As the duties of this post relate to developing functions of the Council which may change over time, this job description is not intended to be a definitive statement of the duties of the post. The post holder might be reasonably required to undertake other related duties with reference to his or her particular skills and interests.