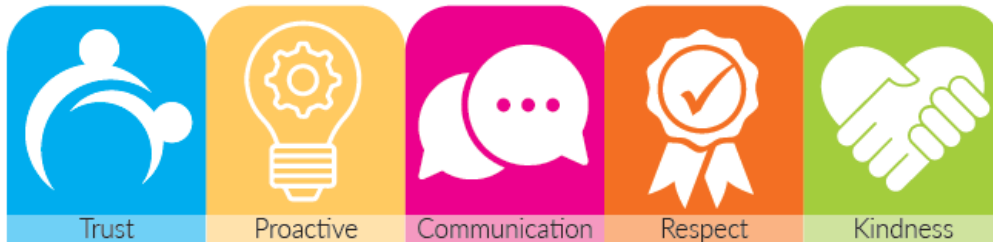


Role Profile

Job Title	Community ASB Protection Officer		
Team	Community Safety	Grade	7
Reports to	Enforcement Team Leader		
Date	TBC		

One Arun:

Every role at Arun contributes towards our [Vision – A better future](#), and every employee strives to embrace and champion our [Values](#):



Overall job purpose:

To provide a visible and pro-active uniformed presence to make Arun a safer place to live, work and visit. Working as part of the Arun Community Safety Team, the proactive role will have enforcement powers to actively work with the community and wider partners to reduce crime and anti-social behaviour.

Successful candidates will be subject to police vetting and will need to successfully complete CSAS training. Working hours will include evening and weekends, out of normal business hours. This will mainly be an out of office-based post but some office-based work will be necessary.

Key areas of focus:

1.	To conduct regular high visibility street patrols within designated areas of Arun on days, evenings and weekends, aimed at increasing the feeling of safety, dealing with anti-social behaviour and criminal activity, and reporting incidents and disturbances to the ASB Team and Police.
2.	To enforce, using delegated powers on a range of civil and criminal matters as directed, including legislation from the Anti-Social Behaviour, Crime and Policing Act 2014.



3.	To support the homelessness and rough sleeping initiative in Arun, working with partners to support, identify and make arrangements for individuals based on their complex needs.
4.	To tackle and take appropriate enforcement action against individuals begging in Arun, including dealing with aggressive behaviour and substance misuse.
5.	To support and take appropriate action with individuals with complex needs, specifically substance misuse, pro-actively signposting support to appropriate agencies.
6.	To investigate reports related to anti-social behaviour from residents, visitors, businesses and other sources, recording findings, gathering evidence, problem-solving and initiating action as necessary.
7.	To provide evidence against persons suspected of criminal breaches of law and bye-laws, issuing fixed penalty notices (FPNs), maintaining accurate records, writing of statements and giving evidence in court as necessary.
8.	To provide advice and information to residents, businesses and visitors as appropriate on community safety and crime prevention issues.
9.	To support local crime prevention and community engagement initiatives.
10.	To work closely with and develop effective working relationships with the community, community groups, voluntary sector, businesses, stakeholders and other Council departments to address local issues and problem solve for the short, medium and long term.
11.	Although working alone and on own their initiative for much of the time, Protection Officers must also ensure that they work as part of a wider team, communicating issues to the ASB Senior Case Worker and other ASB team members, using designated equipment and systems. This will include working closely with the Police and other agencies.
12.	To be committed and sensitive to ensuring equality of opportunity in terms of service provision and employment practices and to perform duties in accordance with the Equal Opportunities Policy.
13.	To understand and comply with regulations regarding the management of confidential and sensitive information/material.
14.	To keep abreast of current legislation and undertake any necessary training relevant to the role.

Additional information (not contractual)

1.	Service delivery: The postholder is expected to contribute to the improvement of service delivery standards.
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Role Requirements

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

Criteria	Essential	Desirable
Professional Qualifications		
Qualifications and/or experience in a similar field.	✓	
Full and valid driver's licence required.	✓	
Experience		
Experience of working in a community safety / ASB or closely related field, engaging with members of the public and stakeholders.	✓	
Experience of dealing with public enquiries, conflict and complaints in an effective and professional manner.	✓	
Experience of liaising with a wide range of people.	✓	
Knowledge		
Good knowledge of crime and disorder and community cohesion issues	✓	
Understanding of the working practices and aims of the Safer Arun Partnership.		✓
Knowledge of local crime and anti-social behaviour issues.	✓	
Knowledge of the legislation and skills necessary in using enforcement powers within the ASB Crime and Disorder Act 2014.	✓	
Behaviours		
Accountability: Acknowledges mistakes with patience and understanding and offers support to rectify the situation, putting in place measures to prevent future errors.	✓	
Consistency: Maintains standards, behaviours and fair decision making at work, correlating actions to opinions	✓	



Integrity: They act as a role model and ensure that our systems, processes and decision making are based on fairness, inclusivity and transparency.	✓	
Adaptability: Able to remain flexible and resilient when encountering new or different circumstances and identifying solutions	✓	
Approachability: Maintain visibility by regularly talking and interacting with colleagues	✓	
Empathy: Demonstrates genuine interest, care and concern for others to understand their perspective	✓	
Competencies		
Collaborative working: Pulls the team together, can work in collaboration internally / externally to achieve an end result	✓	
Communication: Able to communicate (sometimes contentious matters) clearly, appropriately and respectfully at all levels	✓	
Customer focus: Able to gain insight into customer needs to build and deliver solutions that meet expectations and maintain effective relationships	✓	
Emotional intelligence: Demonstrates and actively seeks to evolve with own self awareness, self management (emotional self-control / adaptability/outlook), social awareness (empathy) and relationship management	✓	
Initiative: Is resourceful and able to work and make decisions with limited supervision	✓	
Organisation skills: Understands work of the wider team and feeds into supporting this alongside own work, making the best use of available resources	✓	
Problem solving: Able to identify internal / external issues, consider solutions and implement to support objectives	✓	
Working with stakeholders: Displays Arun's values and behaviours when interacting with internal and external stakeholders.	✓	



Other		
	Yes	No
Does this role require an enhanced DBS check?	✓	
Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS).		✓
Is this a Politically restricted post?		✓
Does this role require any out of hours/ weekend/ evening/ rota work? A shift pattern is allocated for this role. An Officer will be required to work two weekends in three and be available between the hours of 10am and 8pm, across 7 days.	✓	
Does this role require a driver's licence?	✓	
Does this role attract an essential car user allowance?		✓
Does this role attract a market supplement?		✓
Does this role require a uniform?	✓	

