

JOB DESCRIPTION

Directorate:	Executive's Department
Division:	Public Protection
Post No & Job Title:	P99 Communities Officer (Equality & Vulnerability)
Grade:	Grade 6
Responsible to:	P70 Chief Communities Officer
Responsible for:	No responsibility for employees.
Main purpose of the job:	Coordinate and deliver the Council's policies and actions in respect of equalities, vulnerabilities, safeguarding, refugees and asylum Seekers and complex cases, delivering events to support vulnerable people and promote community cohesion.

Main Duties and Responsibilities:

1. Identify and interpret national policy where these affect the Council and identify a range of policy options assisting in the preparation, review and monitoring of the Council's policies for hate crime, vulnerable people, equality and diversity and corporate objectives and priorities relating to local and national hate crime and equality, vulnerability and diversity issues. Providing advice and support to directorates on the implementation of the Council's strategic equalities framework.
2. Support the corporate Disabilities Working Group and the Equalities Working Group, assisting in engagement and consultation exercises and promoting disability and equality issues across the Council and community.
3. Support the regional Refugee and Asylum Seekers Groups delivering actions locally
4. Carry out safeguarding visits to vulnerable people, victims of hate crime, refugees and asylum seekers identifying concerns, making referrals and implementing support.
5. Assist in the completion of equality impact assessments for existing and new policies, strategies and functions and work with the Human Resources Section to achieve equality in employment practices.
6. Represent the Council at meetings as the Council's equality and diversity, refugee and asylum seeker, hate crime and disabilities representative, working individually or with partners to develop action plans, delivering targeted outcomes within agreed budgets and preparing reports as necessary.
7. Work positively to promote the Council's corporate objective of "Bringing People Together,"

leading on developing and delivering the Borough Councils community cohesion, equalities and vulnerabilities events including attending external events to improve community cohesion

8. Create resources to resolve community tensions reducing hate crime and provide support to vulnerable groups within the community
9. Lead on the Council's approach to dealing with hate crime ensuring that all policy and training is up to date, carry out visits to victims providing support and attend meetings in relation to victims and perpetrators.
10. Manage the Council's language translation and interpretation service and add community leaders to the Key Individuals Network (KINs).
11. Coordinate the Complex Case Panel and Chair in the absence of the Head of Service. Manage complex and hate crime cases on behalf of the Council, opening cases on ECINs, making referrals to outside agencies and attend core group meetings around individuals on the Complex Case Panel where appropriate.
12. Manage the Council's safeguarding database ensuring cases are recorded and making referrals to the Complex Case Panel where appropriate.
13. Identify, coordinate and assist in the delivery of corporate and departmental training and development and maintain the council's internet and intranet pages for equality, diversity, safeguarding, disability, vulnerability, PREVENT and hate crime.
14. Collate appropriate information on national and local performance indicators and update the Council's performance management system accordingly.
15. Attend and minute Community meetings where necessary.
16. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

The post will require the post holder to successfully complete the Police Vetting procedure. Vetting will include details of any criminal convictions, cautions, motoring offences and financial information of the post holder, their family and acquaintances. Checks are required as the post will have access to police stations and local authority and police information which is highly sensitive.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Post P99 – Communities Officer (Equality and Vulnerability) but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.