**Manchester City Council**

**Role Profile**

**Prevent Communities Development Lead, Grade 9**

**Community Safety and Compliance Service, Neighbourhoods Directorate**

**Reports to: Prevent Performance Manager**

**Job Family: Policy and Governance**

**Key Role Descriptors:**

The role holder will support senior officers, Elected Members and stakeholders in the availability of high level policy advice, briefing and analysis in order to support the achievement of the authority’s strategic objectives.

The role holder will provide professional consultation, support and guidance for team members and colleagues to assist in professional decision making to support the achievement of strategic organisational objectives.

**Key Role Accountabilities:**

Provide high quality policy analysis and strategic advice to a range of recipients including the authority’s Senior Management Team, executive members, and relevant partnership boards.

Ensures the team work within statutory guidelines and maintain relationships with other teams, internal and external, to ensure the highest standard of service delivery in the achievement of the authority’s wider policy objectives.

Respond effectively to key risks, provide confidence and assurance where appropriate and identify opportunities for improvement through sound planning and delivery of work, understanding and evaluation of risks, effective communication and persuasion.

Support and provide expert advice to stakeholders within the organisation to ensure quality customer focused services are delivered to high performance and quality standards.

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure the Council adopts and maintains best practice in areas of specialism, providing ad hoc advice where necessary.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio: The Neighbourhoods Service**

The Neighbourhoods Service is an integrated model for the delivery of neighbourhood services that combines Citywide Services providing strategic direction and operational management of services together with very specialist technical support, and 3 Neighbourhood based teams where the services are delivered.

The purpose of the Neighbourhoods Service model is to effectively realise Manchester's vision and outcomes for neighbourhoods that are key to the delivery of the new Manchester Strategy. The vision is for clean, safe and green neighbourhoods where people choose to live, with access to employment opportunities and a high quality sport, leisure and cultural offer. Neighbourhoods should be places where communities are engaged and have an increased sense of pride with positive perceptions of the area, and social and volunteering opportunities. The purpose of the Neighbourhoods Service is described below.

**Access to jobs for Manchester people**

Maximise opportunities created by the **GM Devolution** agreement and city’s capital programmes

**Reduce worklessness** by helping Manchester people into work and acquiring the skills they need for the jobs being created in the city

Create **positive pathways** into work for young people

Continue to embed the work and skills agenda in **Public Sector Reform** delivery models

**Places where people want to live**

Create places that are **clean, green, safe** and **inclusive** with quality housing of different tenures

Good social, economic, cultural and environmental infrastructure with sustainable and resilient **active residents** and communities

Support thriving **district centres**

**Increase recycling rates** and reduce carbon emissions

**Creating jobs & growth**

Promote **economic growth** and **investment** in the city to increase employment

Support the continuing growth of the **city centre** as a major economic drive

Enhance the reputation of the city by growing its retail provision and providing a **diverse cultural and leisure offer**

Connect residents, neighbourhoods and businesses though new and enhanced **infrastructure**

**Community Safety, Compliance and Enforcement function**

The Community Safety, Compliance and Enforcement functionbrings together enforcement and compliance resource and expertise within the Directorate into one team alongside community safety and civil contingencies. This includes enforcement responsibility around Premises Licensing, commercial and domestic waste, Private Rented Sector housing, Trading Standards, Environmental Health and generic enforcement activity as well as Community Safety strategic priorities, delivery of the Prevent Strategy, the Anti Social Behaviour and Mediation Services, and client side responsibilities for Civil Contingences.

The Community Safety team are responsible for delivering the priorities set out in the Community Safety Strategy.

The Compliance and Enforcement functions are organised into three teams:

* Specialist and Statutory Compliance Team
* Neighbourhood Compliance Team
* Night Time and City Centre Team

The client responsibility for Civil Contingencies will sit in this service delivered through the AGMA unit.

**Prevent Communities Development Lead Background Information:**

Prevent is part of CONTEST, the Government’s counter-terrorism strategy. The aim of Prevent is to stop people becoming terrorists or supporting terrorism. We do this by challenging terrorist ideology; supporting vulnerable people and supporting sectors and institutions where there are risks of radicalisation. We need to respond to tackle all forms of extremism - including both International and Extreme Right Wing threats.

The public sector but in particular local authorities have a vital role to play in the successful delivery of Prevent objectives and this is a is a high profile role responsible for supporting services and teams in the local authority to deliver against statutory responsibilities relating to Prevent and Channel and to respond to local risks through a range of projects and Prevent activity in order to increase both institutional and community resilience to terrorism – research and training is a key function within this work.

**Prevent Communities Development Lead Role Overview:**

This role will provide a strategic function, which connects with wider related strategies to focus on people and place and how we use community assets, people and projects to develop and strengthen work delivered in partnership with our communities to prevent radicalisation and extremism. A key area of work for this role will be to develop a Prevent specific community development strategy and work programme and lead on developing skills and confidence amongst Manchester's communities of identity. This role will also work closely with the Prevent Training and Research Officer to ensure that the tools and support developed are effective, inclusive and engage the communities where Prevent may be seen less favourably.

**Prevent Communities Development Lead responsibilities include, but are not limited to:**

* Development and delivery of the Council’s Prevent engagement strategy based on the analysis and review of local population changes to inform the development and maintenance of a community engagement plan including communities of identity.
* Establish local risk profile for extremism and co design activities and projects to build community resilience to hateful extremism.
* Leadership and development of the city’s RADEQUAL Campaign and grant programme. This includes building capacity in communities to equip them with the knowledge and confidence to identify and refer vulnerable people and challenge extremist ideas.
* Effective delivery of Homeland Security’s Prevent funded projects, ensuring that they deliver to the local risk profile and meet national and local objectives.
* Develop and maintain meaningful relationships with communities and the VCS in the city, reflecting the diversity of Manchester’s population to promote the Prevent strategy, including via local media, and keep up to date with changes and any guidance issued by Homeland Security.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills**: Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **Planning and Organising**: Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Project Management**: Excellent ICT and organisational skills to develop a detailed project schedule for use by the Project. Has experience of developing and monitoring project progress through the use of a simple GANTT chart.
* **Problem Solving and Decision Making**: Strong decision-making skills with the ability to resolve complex issuesin a pressurised environment.
* **Strategic Thinking:** Ability to identify and prioritise objectives that are consistent with the strategic vision of the organisation.
* **People Management**: Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.

**Technical Requirements (Role Specific)**

A good level of knowledge and a clear understanding of relevant central and local government issues and trends, including legislation, relevant to preventing people from being drawn into terrorism and wider community safety agendas, safeguarding and approaches to community cohesion and integration in local government.

A proven track record of working with communities on sensitive and challenging areas of policy.

Willing to undergo SC clearance if successful in role.