**Manchester City Council**

**Role Profile**

**Prevent Training and Research Officer, Grade 8**

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

**Reports to: Prevent Performance Manager**

**Job Family: Policy and Governance**

**Key Role Descriptors:**

This role will provide strategic and operational support to enable more effective working practices for the delivery of Council priorities.

The role holder will be accountable for the development of policy and governance standards and procedures and will provide support and adviceon matters affecting the organisation, budget, civil and protocol matters.

The role holder will ensure that robust governance measures are in place to enable effective organisational decision making.

**Key Role Accountabilities:**

Develop and maintain effective, positive and proactive relationships with all relevant senior officers, stakeholders, members and external partners to develop effective business processes, policies and strategies.

Draft policy and procedural matters and implement their co-ordination and delivery.

Drive the efficient and effective delivery of projects and workstreams, managing stakeholder and customer expectations and providing research and development information for specific initiatives.

Provide strong leadership and direction to relevant stakeholders through appropriate management to maximise performance and contribution of key objectives.

Provide solution options to complex problems, and develop robust business cases to support all change activities to drive timely decision-making.

Support and contribute to key initiatives and programmes to ensure that they are delivered successfully resulting in effective decision making through effective liaison and coordination.

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 job. 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 Training and Research Officer 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 Training and Research Officer Role Overview:**

The Prevent Training and Research Officer will be responsible for leading on the research and training function within the Prevent Team. This will include identifying, reviewing and utilising existing secondary research and developing resources and tools for use across the team, council, strategic partners and communities to help build a better understanding about the issues which contribute towards counter terrorism risks. This will include researching specific ideologies, using national and international research on key topics and Homeland Security reports etc.

The postholder will lead, manage and deliver high-quality research and intelligence/analysis work packages, contributing to a range of plans and strategies. Will assist in developing, embedding and implementing a training strategy which includes a range of tools and resources. The role will involve working with a wide range of stakeholders, building and maintaining effective working partnerships with authority colleagues and relevant external partners to maximise their contribution to research and training priorities.

The post will also develop a comprehensive Prevent training programme that will be delivered internally and externally, which reflects local risk and threat and the necessary monitoring and evaluation.

**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:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* **Analytical Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.
* **Strategic Thinking:** Ability to identify and prioritise objectives that are consistent with the strategic vision of the organisation.
* **Research and Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework
* **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.

**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.

Confident in using ICT solutions to achieve research and data objectives.

Willingness to undergo SC clearance if successful.