

## **Building a Safer Community - Support Officer**

**Department:** Justice and Home Affairs

**Division:** JHA Directorate

**Reports to:** Justice & Building a Safer Community (BASC) Coordinator

**JE Reference:** JHA1099.1

**Grade:** CS09    **JE Date:** 24/11/2022

### **Job purpose**

The purpose of the Building a Safer Community - Support Officer is to support the Justice and BASC Coordinator in the implementation, and ongoing success of the Building a Safer Community (BASC) framework and associated action plans / work streams through assisting with administration, coordination and management of some BASC activities.

The Support Officer will have specific responsibility as the Government of Jersey point of contact to manage and coordinate the BASC schools' engagement programmes. The officer will be expected to ensure that they work to bring together and coordinate relevant key internal Government stakeholders, key external agencies, and programmes to collaboratively align preventative education programmes to deliver collective impact on Community safety in Jersey. This will include undertaking regular quality checks, ongoing research, and reviews to ensure any programmes are kept up to date with current trends / research, best practice and is aligned to government policies and strategies.

The postholder will also be required to support the JHA Head of Change delivery on JHA's wider portfolio of capital and local projects and workstreams by means of assisting in wider project governance and the actioning or co-ordination of smaller project activities.

### **Job specific outcomes**

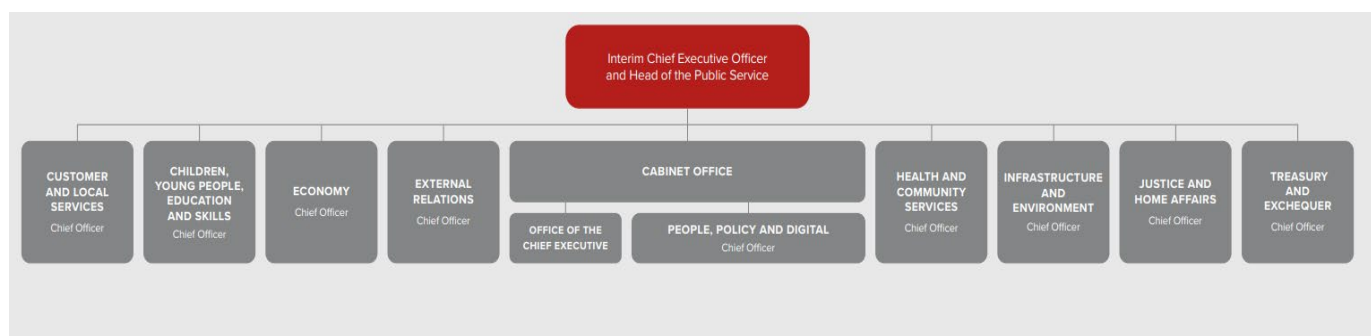
1. Responsible for the effective planning, management, reporting and coordination of the JHA Schools Engagement programme. To research best and new practice in relation to schools' engagement on community safety issues, recognising local needs and raising awareness amongst partner agencies. This will include ensuring any reporting is based upon Outcomes Based Accountability.
2. The officer will be expected to ensure that they work to bring together and coordinate relevant key internal Government stakeholders, key external agencies, and programmes to collaboratively align existing preventative education programmes relevant to BASC to deliver collective impact on Community safety in Jersey.
3. Ensure regular communication and reporting to the Justice and BASC Coordinator to assure all work aligns with the BASC framework, wider JHA objectives and expected outcomes.
4. Support the Justice and BASC Coordinator in the implementation, and ongoing success of the BASC framework and associated action plans / work streams. This will include supporting the development of relationships and collaborative working between departments, volunteer groups, Police, community groups and agencies, local business and residents to enable community safety and crime prevention.

5. Create a culture of continuous improvement by consistently reviewing existing systems and processes associated with their work through developing an understanding of current practices to drive innovative thinking to simplify and optimise processes.
6. Support the Justice and BASC Coordinator and JHA Head of change Delivery in managing and resourcing ad-hoc intervention and project requests which may include administrative support, project management, facilitation of workshops / meetings with both external and internal stakeholders to ensure effective participation and effective data and reporting requirements in alignment with the BASC framework and wider Jha Objectives.
7. Adapt working style to successfully deliver results using multiple delivery mechanisms, methods and environments.
8. Conduct ongoing research to capture emerging requirements to support BASC and wider JHA outcomes.
9. Communicate changes, enhancements, and modifications of business requirements – verbally or through written documentation to project managers, sponsors and other stakeholders so that issues and solutions are understood.
10. Confidently deliver presentations or subject matter to a wide audience.
11. Able to work independently, under their own initiative, taking responsibility for the delivery of the programme.
12. Support wider government initiatives as well as developing relationships with external stakeholders to further identify, support and develop targeted interventions when required.

### Statutory responsibilities

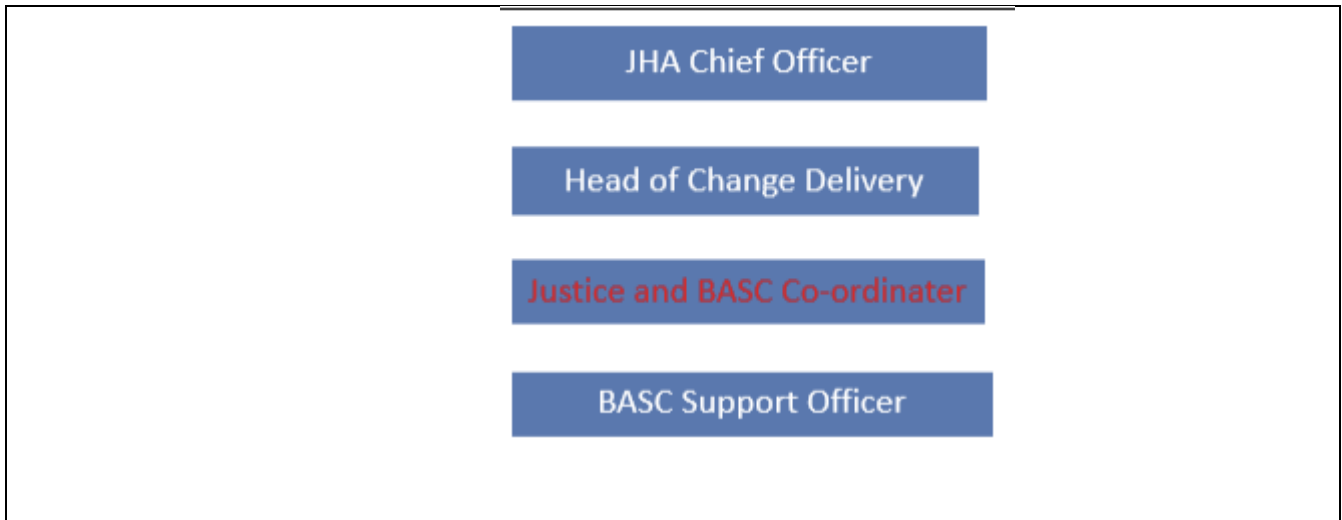
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



### Organisation chart





## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications. Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Educated to A-level in a subject with a high degree of analytical, health, psychology, social policy or numerical content, or demonstrate such a level of equivalent qualifications and experience</p>	<p>Educated to degree level in a subject related to education, criminology, community development or with a high degree of analytical, health, public policy, social policy, numerical or community development content or demonstrate such a level of equivalent qualifications and experience</p>

<p>Knowledge. This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method or procedure).</p>	<p>In depth knowledge of Performance Analysis frameworks and methodologies.</p> <p>Knowledge of community development and education best practice.</p> <p>Knowledge of how Government departments align, and a strong awareness of current government strategies and priorities.</p>	<p>An understanding of the Education system in Jersey and an understanding of the social determinants of criminal behaviour</p>
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</p>	<p>Detail oriented, analytical and inquisitive.</p> <p>Extremely organized with strong time-management skills.</p> <p>Demonstrable IT skills using such as Microsoft Word, Excel, PowerPoint and the Perform Software.</p> <p>Driving Licence.</p>	<p>Project Management qualification</p> <p>An understanding of Outcomes Based Accountability</p>
<p>General Skills/Attributes This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>Ability to impact operations and effect change without being confrontational.</p> <p>Ability to work independently and collaboratively with others.</p> <p>Excellent interpersonal skills.</p> <p>Ability to seek information or research in order to problem solve for agreed outcomes.</p> <p>Ability to build and effectively manage stakeholder relationships at all levels.</p> <p>Ability to coordinate and manage stakeholder meetings, assimilating information into meaningful outcomes.</p> <p>Good time management skills and the ability to prioritise workload to meet commitments.</p> <p>Able to communicate effectively using a variety of media.</p> <p>Customer and change orientated.</p>	

<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>Experience of Project Management / Service development in a similar organisation.</p> <p>Experience of managing multiple workflows efficiently.</p> <p>Experience in handling sensitive information and using tact with matters that may affect others.</p> <p>Proven track record of achieving objectives on time.</p>	<p>A background of working with or in Education, Youth Work or Community &amp; Social Development, in Jersey</p>
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### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.