

## **Job Title: Justice and Building a Safer Community (BASC) Co-ordinator**

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<b>Department:</b>	Justice and Home Affairs	
<b>Section:</b>	Building a Safer Community	
<b>Reports to:</b>	JHA Head of Change Delivery	
<b>JE Ref:</b>	023953	
<b>Grade:</b>	CS 12	<b>JE Date:</b> October 2023

### **Job purpose**

The purpose of the Justice and BASC Co-ordinator role is to lead the development, planning, implementation, and ongoing success of the Building a Safer Community (BASC) framework and associated action plans. The role will be responsible for developing and delivering the key initiatives of the BASC framework, (prevention and response) bringing together relevant key internal Government stakeholders, key external agencies, and programmes to collaboratively align their services to deliver collective impact on Community safety in Jersey.

As Justice co-ordinator, you will play a critical role in ensuring fair and equitable access to justice within our organisation and community. Primary responsibility will be to facilitate and participate in discussions and forums which enable the coordination of efforts of all partners in the justice system in Jersey, and enact as appropriate decisions made by justice partners, stakeholders and groups on behalf of the Minister for Justice and Home Affairs on matters within their responsibility in the system.

By collaborating with diverse stakeholders, engaging with the community, and coordinating various initiatives, you will play a pivotal role in fostering a secure and beneficial environment for all members.

### **Job specific outcomes**

- Foster, develop, promote, and maintain relationships and collaborative working between departments, volunteer groups, Police, community groups and agencies, local business and residents to enable community safety and crime prevention. You will be responsible for building strong relationships with these stakeholders to collectively address persistent and problematic crime and anti-social behaviour. You will be required to lead on the coordination of multi-agency problem-solving.
- Provide professional advice and expertise in the identification of factors affecting community safety and the fear of crime on the part of residents, businesses, and visitors to the town, identifying solutions that may involve the Government of Jersey, partner agency and community-based resources. To research best and new practise in relation to community safety issues, recognising local needs and raising awareness amongst partner agencies
- Maintain a contemporary knowledge of relevant legislation, policy, and guidance, and prepare reports for Senior Management and others on issues relating to crime, anti-social behaviour, and

the fear of crime in Jersey, including but not limited to monitoring, analysing and reporting on emerging trends, hot spots, crime prevention/reduction activities, and impact on corporate aims and objectives.

- To support the development of expertise across key stakeholders in evidence-based prevention models that respond to community safety priorities.
- Act as a single point of contact for BASC within the Government of Jersey, supporting frontline staff and senior leaders, as well as acting as a community contact for any community safety related issues or concerns. providing succinct and relevant information to service areas, partners, other agencies and outside bodies as appropriate.
- Collect, analyse and maintain data related to crime trends, safety concerns, crime reduction and justice issues within the community. Prepare reports and presentations to communicate findings, measure progress, and inform decision-making. Liaise with other stakeholders to ensure that information relating to crime, crime reduction and community safety is gathered accurately, collated and disseminated effectively to a variety of audiences, i.e. Ministers, Chief Officers in a variety of formats for both internal use and publication.
- As required, develop and/or lead on a range of community safety projects and initiatives, including effective problem definition, analysis, and resolution; providing research and analytical support; public consultation exercises; information and data gathering; preparing action plans; and the creative use of qualitative and quantitative data.
- Management of Community Safety budgets and external funding in line with financial regulations
- Develop evidence-informed policy, framework and action plans that address Ministerial objectives, the Government's strategic aims, and Jersey's international obligations. Apply a structured and engaged process – including policy research, evidence-informed analysis, and public and stakeholder consultation – to ensure that the resulting frameworks are robust and future-orientated.
- Provide honest, objective, and impartial advice to political and executive decision-makers on your specialist area - and once decisions are taken, publicly support and deliver them. Provide accurate and professional briefings, advice, guidance, and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.
- Monitor framework and action plans during implementation, gathering insight to enable continuous improvement whilst ensuring they remain effective and relevant and proactively identify when action required, contribute to long-term planning and foresight projects, to inform policy and strategy formation, and to achieve consistency with best practice.
- Plan and co-ordinate Justice advisory meetings. Assist in preparing documents for these meetings as well as becoming a key participant and ensuring Justice advisory meetings decisions are acted upon.

- Build strong relationships and networks by representing the Island in inter-jurisdictional activities, when requested.
- Line manage BASC Schools Support Officer

### Statutory responsibilities

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

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

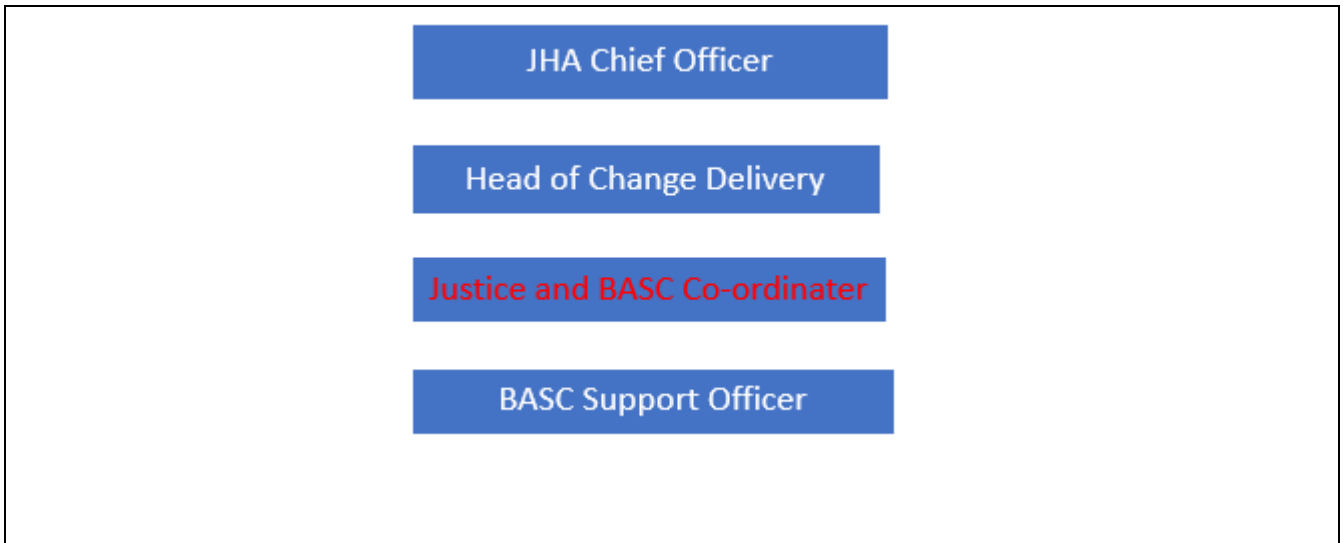
### Organisational structure

#### Government Departments



### Organisation chart





## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A relevant degree (e.g. in one of the policy subject areas, strategy, planning, public policy or public administration).</p> <p>A recognised management qualification or equivalent experience gained during a management role.</p>	<p>Project management qualification.</p> <p>Media training.</p>
<p><b>Knowledge</b> <i>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).</i></p>	<p>A sound knowledge of legislation and policy across one or more policy areas. An awareness of current developments in these areas worldwide but in particular developments in the UK and EU.</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p>

	<p>Understanding of the challenges that face Jersey for the future (alongside the policy and governance requirements across the public, private and voluntary sectors).</p> <p>Awareness of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate within them.</p> <p>Awareness of ways to work effectively with a diverse range of stakeholders, including through co-production.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Developed policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment to effect policy/plan development.</p> <p>Good understanding of the political process and ability to influence and work effectively with politicians.</p> <p>Good presentation and communication skills to communicate complex, sensitive or contentious information.</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p>	<p>Understanding of a range of policy production techniques.</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written</i></p>	<p>Credible with a diverse range of stakeholders.</p> <p>Resilient, maintaining effectiveness under pressure.</p>	

<p><i>communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to work independently and autonomously. Well organised; able to deal with multiple competing priorities and a high workload.</p>	
<p><b>Experience</b> <i>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).</i></p>	<p>Significant policy development experience. Good middle management level experience. Experience of successfully leading specific areas of policy and/or large-scale planning, leading engagement with a range of stakeholders.</p> <p>Some experience of working with politicians in local/national government.</p> <p>Experience of working with legislative drafting teams to translate policy intentions into effective law.</p>	

## 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 4 core accountabilities attributes and behaviour indicators.