

Job Description and Person Specification

Senior Violence Reduction Unit
Workstream Lead

A Lambeth to be proud of



Job Title:	Senior Violence Reduction Unit Workstream Lead
Department:	Residents and Enabling Services
Division:	Community Safety & Resilience
Business Unit:	Violence Reduction Unit
Grade:	PO4
Reports to:	Violence Reduction Unit Manager
Responsible for:	Line Management of VRU Officers, Contracted Services, and Grant Funding

Context

The Public Realm & Safety service covers several key frontline and strategic areas for Lambeth Council, including improving public safety, delivering frontline statutory enforcement services, community safety functions and assurance of safe housing in the private rented sector. It is therefore vital that we work to ensure full compliance with public protection and environmental requirements across the Borough.

As a Senior Violence Reduction Unit Workstream Lead, you will be the lead for specific programmes, commissioning and grant applications around the reduction of violence in the borough, ensuring statutory and corporate needs around this are fulfilled. This will include leading on related programme and policies to reduce violence, working with partners, members, senior managers and partner agencies. You will have effective leadership, interpersonal and communication skills.

Lambeth expects its leaders to show openness, honesty and commitment, and, of course, to deliver results. This post will be expected to work collaboratively across Public Realm & Safety to deliver the outcomes placed upon the division, ensuring flexibility of approach and a “can do” attitude.

Job Purpose

The postholder will support the strategic direction of Lambeth’s strategy to reduce violence in collaboration with the Lambeth Violence Reduction Unit.

The postholder will lead on a workstream programme to support the implementation and delivery of the violence reduction strategies priority areas: Violence Affecting Young People, Gangs and Exploitation, Violence Against Women and Girls, and Reducing Reoffending.

The role focuses on delivering against several actions in the Safer Lambeth and Violence Reduction Strategies including supporting the workforce, delivering training, raising awareness of violence awareness streams and community engagement, as well as feeding into national and regional policy developments.

Responsibilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. Line manage VRU Officers including conducting HR processes such as appraisals, 1-2-1s and performance management. Additionally, provide management of contracted services related to the role.
2. Support the development and the strategic direction of a pan-borough approach to violence in collaboration with the wider violence reduction unit. This includes ensuring grant funding is in place through bidding processes to provide necessary internal and external provision of services.
3. Lead on the workstream programme to support the implementation and delivery of the violence reduction strategies priority areas: Violence Affecting Young People, Gangs and Exploitation, Violence Against Women and Girls, and Reducing Reoffending.
4. To support the relevant Violence Reduction Strategy Delivery Group in the development of annual action plans with input from key stakeholders, including experts by experience and residents.
5. Develop systems to monitor, record and report on performance and integrate learning and developments into the wider work in Lambeth.
6. Be the senior lead on policy developments and consultation responses from national Government and Regional Government as appropriate and advise on and interpret key legislative and policy changes, to support the development of Lambeth policies, strategies, programmes and practices.
7. Coordinate and deliver violence reduction targeted training in order to increase identification and improve assessment and response to all forms of violence in Lambeth.
8. Develop and support the implementation of support packages to agencies and practitioners in order to increase identification and improve assessment and response to violence in Lambeth.
9. Attend and present at meetings relevant to the workstream area on behalf of the Programme and Commissioning Managers as appropriate.
10. Lead on the development and roll out of the Lambeth Violence Reduction communication strategy.
11. Disseminate new information, guidelines, policies and campaigns to Lambeth services, practitioners and residents.
12. To lead on project work within the Violence Reduction Unit where required.
13. Lead on engagement work with partners and key stakeholders in relation to violence reduction streams.
14. Develop and coordinate resident and practitioner forums to support engagement with the Violence Reduction Strategy delivery.

15. To support Lambeth agencies and practitioners in the development of their Violence Reduction policies and procedures.
16. Lead on the production of Violence Reduction related funding bids.
17. Attend and deliver relevant training and courses on new legislation, refresher and specialist courses to maintain good communication and personal development in relation to Violence Reduction, Safeguarding Children and Safeguarding Adults.
18. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
19. Provide direction, support and mentoring of any trainee / student assigned to the service.
20. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of children and adults at risk.

4. Personal Attributes

- a. To undertake any other duties as may be required relevant to the job role and purpose.
- b. Personal credibility to provide professional and supportive leadership to a large team.
- c. Consistently takes accountability for own actions and holds others to account.
- d. Has the highest levels of personal and professional integrity and can gain the respect and confidence of colleagues, Senior management, the community, other stakeholders and staff.
- e. Uses personal credibility to foster engagement with staff to enable their contribution to service development, improvement and to ensure the directorate achieves strong levels of performance.
- f. To actively promote and uphold the Council's Code of Conduct, Priorities and customer service standards
- g. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
- h. To ensure that the Council's policies and procedures in relation to Equality of Opportunity are always implemented in the discharge of the duties of the post.
- i. To ensure that the diversity of staff and service users is respected and ensure that the services provided by the unit reflect the needs of all sections of the community, including different faith groups
- j. Has a collaborative approach to developing solutions and improving services.
- k. Committed to own personal development and that of the workforce.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</p>			
Qualifications	Q1	Educated to A Level standard or professional qualification or relevant work experience	✓ A
Key Knowledge	K1	Knowledge of violence reduction policy, legislation and best practice in at least one specific area	✓ A
	K2	Knowledge of the needs of victims and survivors of violence, and of related service delivery in Lambeth	✓ A
	K3	Knowledge and understanding of serious case reviews and critical incident responses	
Relevant experience	E1	Experience of working in the strategic development of policies, practices and systems, across a wide variety of partners	
	E2	Experience of producing funding bids, policy development and/or consultation responses	
	E3	Experience of working with partners across voluntary, statutory, community and business sectors	✓ A
	E4	Experience of developing and delivering training programmes for professionals in a multi-agency setting with particular reference to violence reduction.	
	E5	Experience developing tailored support plans for individuals or agencies	
	E6	Experience of developing and delivering partnership projects	
Core Values and Behaviours		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part 	

		<ul style="list-style-type: none"> • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. 	✓ A

		<ul style="list-style-type: none"> • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • I am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	