

**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT AND REGENERATION DIRECTORATE**  
**JOB DESCRIPTION**

**POST TITLE:** Head of Community Safety & Public Space CCTV

**GRADE:** MG1

**DEPARTMENT:** Public Protection  
**LOCATION:** Civic Centre

**REPORTING TO:** Assistant Director Public Protection

**RESPONSIBLE FOR:** Safer Merton Team, Community Safety Partnership & Public Realm CCTV

**POST NO:** TBC **Date : February 2021**

**Job Purpose**

- Lead, direct and manage the partnerships Community Safety function, in line with legislative and policy frameworks and alongside national and local targets. Be responsible for the effective delivery of the Community Safety service (known locally as Safer Merton) alongside leading and managing the service specific deployable CCTV functionality.
- To lead and manage the functions of the Safer Merton service in accordance with departmental key performance indicators, service plans and the target operating model
- Support, manage and develop the statutory Community Safety partnership to ensure that it delivers on its responsibilities and priorities.
- To be the Single Point of Contact (SPOC) for the Council for all matters CCTV as per guidance from the "Surveillance Camera Commissioner code of practice";
- To Develop a detailed business plan for the continuing transformation of Community Safety and CCTV Services which recognises the legislative drivers and opportunities to develop the service within on-going resource constraints;
- To be the councils professional advisor on Counter Terrorism, Violence Against Women and Girls (with a considered focus on Domestic Violence and Abuse, Sexual Violence and prostitution), Hate Crime, Reducing Re-Offending (18+), Gangs (18+), Integrated Offender Management, Anti-Social Behaviour,, Business Crime and Cyber Crime alongside leading on approaches to tackle Organised Criminal Networks. The post holder will also lead on strategic approaches to victim and witness support to facilitate greater outcomes for victims within Merton.

- The role also requires the post holder to operate as the council's professional advisor on major criminal incidents such as murder, terrorist attacks etc.
- The post holder will support and enable the Council to fulfil its duties and establish positive relationships with the Government, partners and other stakeholders, local, regional and national, to prevent and reduce crime, disorder, problematic drug use and anti-social behaviour. Act as the lead officer for liaison and work delivered alongside, and by, the Mayor's Office for Policing and Crime (MOPAC), London Councils and National Government ensuring that the Community Safety Partnership delivers their work against relevant criteria.
- To ensure that the Community Safety Partnership, and Council as a whole, complies with the Crime and Disorder Act 2012, Police Reform Act 2002, Anti-Social behaviour Crime & Policing Act 2014, Police and Justice Act 2006, Domestic Violence Crime and Victims Act 2004 and any subsequent emerging legislation.
- Identify service needs, plan and develop policies and strategies and allocate resources aimed at delivering high quality, cost effective services.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To advise with regards to the promotion and understanding of the Councils' statutory responsibilities regarding Community Safety and to provide strategic, policy and professional advice and support to the Assistant Director of Public Protection, the Director of Environment and Regeneration alongside other members of the Senior Management Team, other Council Chief Officers, Members, and partner agencies.
- To be responsible for recruiting, training, leading, motivating and directing all of the Safer Merton staff to set, contribute to, and achieve clear outcomes facilitating delivery of an efficient and effective service
- To develop and implement council strategies and action plans aimed at reducing crime, disorder, counter terrorism, reducing re-offending and anti-social behaviour, including strategies to tackle specific aspects of crime and disorder and the overarching strategies required under the Crime and Disorder Act (and its review) and other existing / emerging legislation;
- To be the principal policy advisor to the council and its partners with regard to community safety, including existing and emerging legislation and directives, dealing with a wide range of work of a complex nature involving continual change and pressure;
- To co-ordinate and manage the statutory work of the partnership ensuring that the annual Strategic Assessment and Community Safety Partnership Plans are consulted on, are evidence rich and are delivered on time
- To be the lead Community Safety expert on strategic boards and forums such as Safeguarding Children's Board, Safeguarding Adults Board as well as Health and Wellbeing Board. This work also requires the post holder to be the lead expert on subgroups to these forums shaping policy and operational direction.
- To analyse trends, make forecasts and recommend policy changes to tackle identified problems including securing allocation of necessary resources. Identify

priorities, targets and the most effective response to workload pressures; and to direct work programmes accordingly

- To provide advice to elected members, senior management and other partners/stakeholders on community safety matters;
- To support the Assistant Director of Public Protection in developing and maintaining strong relationships with elected members, the leader, MPs and GLA members to ensure that Merton's politicians are fully engaged and supported within the Community Safety work area
- To work with partner agencies to reduce crime, the fear of crime and anti-social behaviour and to ensure that the wider partnership is developed to meet ever changing needs
- To support the delivery of national, regional and local agendas on crime, disorder, offenders, victims in partnership with the Council, Police, Fire, Probation Service and other stakeholders and partners;
- To support the strategic development of the Safer Neighbourhood Board and undertake the role of critical friend for the boards operational focus
- To maintain effective partnership working with the police and the Mayor's Office for Policing and Crime.
- To oversee the commissioning of services and performance manage the work of the Safer Merton team, understanding the priorities and demands of the whole service and to assume responsibility for planning and managing the resources of the section;
- To maximise funding sources for community safety priorities and to manage and maintain budgets allocated to the Safer Merton section;
- To initiate and submit all grant applications relating to community safety and provide management oversight and timely returns on all approved bids.
- To set clear targets for the effective performance management of the service to ensure continuous improvement and monitor Safer Merton performance against agreed targets;
- To lead a team of staff, formulate and be responsible for delivering a workforce development strategy and to identify development needs across the Safer Merton service areas.
- To keep abreast of all developments and policy initiatives nationally and locally formulating appropriate responses on behalf of the authority
- To represent the local authority at appropriate pan London and national community safety and CCTV working groups and strategic boards;
- To attend meetings with Government, Regional Agencies and other local public/private voluntary/community sector organisations;
- To prepare and present reports to appropriate Council meetings and other partnership meetings as required;

- To build effective relationships with key partners at national, regional and local level and to act as the principal contact for the Home Office, Government Office for London, London Councils, Mayor's Office for Policing and Crime (MOPAC), Police, Fire Service, Health Services, Probation and other strategic partners with regard to community safety services and strategies;
- To represent the Assistant Director, Director and/or Council as appropriate at internal/external meetings;
- To promote and communicate the vision, values, objectives and priorities of Safer Merton;
- To carry out other duties appropriate to the gradings of the post.
- To work evenings and weekends as required

#### RESPONSIBILITIES SPECIFIC TO MANAGEMENT OF PUBLIC SPACE CCTV

- To be responsible for staff within the Community Safety and CCTV Services. Ensuring compliance with all legislative requirements including guidance from public bodies such as the information commissioner ensuring excellent, internal and external communications and continuously work towards developing the highest reputational image and credibility for the service whilst always focusing on being responsive to and aware of stakeholder needs;
- To ensure active cooperation with other sections or external partners involved in the production, implementation, management, development and review of the services;
- To lead the service in a dynamic and inspirational manner, ensuring the motivation and maintenance of high technical and professional standards of all officers;
- To lead in the review of the public space CCTV provision with reference to the review of the service covering the number, quality, and location of the CCTV cameras; To represent the department as required at both internal and external meetings and to ensure effective liaison with other council departments, other local authorities and outside bodies;
- To lead the CCTV steering group so that the core objectives of the group are maintained.
- Responsible for providing regular reports to the Assistant Director, Director, Chief Executive and Members regarding performance of the CCTV services team;
- To engender effective officer/ Member relations; in particular, to act as the lead officer for CCTV services in public meetings and keeping Members informed on relevant service issues, attending relevant portfolio meetings and brief members, prepare reports and recommendations for Council's Scrutiny Panels and decision makers and to be attend such meetings to present reports and offer advice to elected members;
- Ensure that all staff are trained, registered with the SIA and comply with the following Public Space CCTV legislation;

- Data Protection Act, DPA code of practise
- DPA Right of Subject Access
- Surveillance codes of practise
- Regulation of Investigatory Powers Act 2000, RIPA

## **PEOPLE MANAGEMENT**

- Lead in a dynamic and inspirational manner ensuring the motivation and maintenance of the highest professional standards of all officers. In particular to coach and mentor all local authority staff and partner staff who work within the Community Safety Partnership and/or whom work within a wider community safety setting
- Be responsible for performance managing the Community Safety Partnership, delivered locally via the Safer Merton Team, including partnership staff and voluntary staff who work within the Partnership structure,
- To achieve service delivery and the consistent achievement of agreed service outcomes and within this to identify the competencies and development needs of teams and individuals;
- Lead, develop and empower LBM employees promoting a culture of continuous learning and development; responsible for identifying areas of self-development which will contribute to high level performance and career development;
- Lead, develop and empower partner employees attached to Safer Merton promoting a culture of continuous learning and development; responsible for identifying areas of self-development which will contribute to high level performance and career development;
- Oversee and manage the work of Merton Safer Neighbourhood Board to ensure that it delivers the scrutiny and commissioning required by MOPAC
- Lead and manage investigations into staff misconduct as required

## **GENERAL**

- Undertake other management responsibilities as required by the Assistant Director of Public Protection, the Director of Environment and Regeneration and the Chief Executive
- Carry out responsibilities in accordance with the council's equal opportunities policies for employment and service delivery;

- Ensure the implementation of the council's human resources strategies and policies and compliance with the council's financial regulations;
- Ensure the implementation of the council's health and safety policies;
- Attend meetings out of office hours as required;
- The post holder must obtain a clean enhanced DBS (Disclosure and Barring Service) check and undertake renewals every three years
- The post holder must ensure that each team member has a clean and valid DBS check with renewal every three years
- The post holder must ensure that officers requiring police security clearance have obtained them every decade and that these are free of any conviction.
- Where appropriate the post holder may be subject undergoing police security clearance with renewal every decade

## **FINANCE AND RESOURCES**

- To understand the priorities and demands of the whole service and take responsibility for planning and managing resources to deliver the effective and efficient provision of a comprehensive range of community safety services, together with associated administrative service;
- As cost centre manager to prepare, monitor and manage the appropriate budgets totalling in excess of £500k, taking into account statutory and local service priorities and wider Council budget frameworks;
- To forecast, monitor and review the use of resources across the financial year to ensure that they are used appropriately to achieve the aims and objectives of the community safety service;
- To ensure that the use of IT (Information Technology) is kept under active review to maximise its effectiveness and to identify opportunities for enabling new and improved ways of working;
- To explore, initiate and develop new business opportunities for the service including the development of charged for services and the formulation of bids to be submitted to central government and the London Mayor's office for funding to support local community safety objectives.

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**ENVIRONMENT AND REGENERATION DIRECTORATE**  
**PERSON SPECIFICATION**

**POST TITLE: Head of Community Safety & Public Space  
CCTV**  
**GRADE: MG1                      DATE : February 2021**

**KNOWLEDGE AND EXPERIENCE**

- Comprehensive knowledge of existing and emerging legislation and regulations relevant to the work of the section.
- Comprehensive operational experience of using legislation to achieve outcomes. Experience must include Crime and Disorder Act 2012, Police Reform Act 2002, Anti-Social behaviour Crime & Policing Act 2014, Police and Justice Act 2006, Domestic Violence Crime and Victims Act 2004
- Extensive experience of team management;
- Extensive experience of partnership working and partnership management
- Knowledge and experience of establishing, operating and delivery of effective and robust performance frameworks;
- Experience of or ability to manage budgets and act as Cost Centre Manager for core council funds
- Experience of securing external funding to deliver Community Safety operations ensuring that work undertaken meets the set outcomes;
- Substantial experience and proven success of working in partnership to resolve both location based and people based issues at both within the council and at inter agency levels;
- Ability to comply with the Council's equal opportunities policies and customer care agenda.
- Experience of managing/ supervising community safety staff at a senior level within a complex and changing environment;
- Ability to demonstrate continuous professional development in the field of community safety.
- Significant experience of working with regional and national bodies to deliver safer communities.

- Significant understanding and experience of operational and strategic policing and how this impacts upon local authorities and partnership working

## **SKILLS**

- Highly efficient and competent at communicating in an open style with strong verbal and written communication and negotiation skills for a wide ranging audience;
- Ability to lead, manage, motivate and mentor staff;
- Ability to understand significant volumes of data in order to address key strategic and emerging areas of crime and ASB
- Ability to formulate and maintain strong professional relationships with senior council management, elected members and partners
- Professional commitment and understanding of performance and budget management ensuring that services are delivered to high standards and within relevant budgetary means.