**Job Description**

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| **Job Title:** | Violence & Vulnerability Project Manager | | | |
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| **Grade:** | SPS2 | | | |
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| **Main Purpose of the Role:** | | | | |
| To develop and guide the Strategic Violence and Vulnerability (VAV) project by providing clear and effective long-term vision and strategy, coordinating the partnership activities including organising meetings, ensuring a proactive, cohesive and streamlined response.  Respond quickly to new challenges and opportunities, proactively using internal and external intelligence to support a range of partners in understanding the landscape to ensure that risks and opportunities are identified and managed.  Identify and understand the implications of local and national guidance/legislation/best practice and its impact on the work of the VAV agenda.  Build and maintain effective working relations with strategic and operational stakeholders from statutory and voluntary sector.  Developing and maintaining an appreciation and cultural understanding of each of the partner agencies, including their rules of engagement, priorities and codes and guidelines | | | | |
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| **Main Responsibilities:** | | | | |
| Represent the Violence and Vulnerability Unit, alongside operational agencies at key strategic boards delivering to senior stakeholders.  Manage, develop and support the activities of the Violence and Vulnerability Unit and Violence and Vulnerability Leadership Board in Essex, working with external stakeholders, to deliver the Violence and Vulnerability Framework across the SET area.  To arrange and oversee meetings of the Violence and Vulnerability Unit Leadership Board.  To monitor and follow up actions resulting from Leadership Board meetings.  To encourage and facilitate collaborative working between partners seconded to the VAVU.  To promote the work of Violence and Vulnerability engaging stakeholders and encouraging new partners to work with the Violence and Vulnerability Unit.  To maintain a web and social media presence, with the support of Violence and Vulnerability Unit.  To develop good working relationships with colleagues across Essex Boards and partnerships and with colleagues within OPFCC, Essex Police, Essex County Fire & Rescue Service, elected members and representatives of outside bodies.  To fulfil the requirements of this role with integrity, accountability and commitment, operating in a calm and professional manner at all times when dealing with colleagues, Police, members of the public and officers of partner organisations.  To provide management information and produce written reports on the VAVU progress at pre-determined intervals against objectives.  To use information provided by analysts, recognising current and emerging trends, to make recommendations to the VAVU and VAV Leadership Board as appropriate, in order to enable a range of tactical options to be developed.  To monitor performance of commissioned prevention, intervention activity | | | | |
| **Vetting Level:** | This post is deemed to be a -designated- post and the post holder will be subject to management vetting as per policy p70/06.  Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to a vetting assessment every 12 months. National security vetting clearances are reviewed every 5 years. | | | |
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| **Special Requirements / Essential Criteria:** | | | | |
| |  | | --- | | Educated to degree standard or equivalent with experience in Local Government or similar public sector environment. Experience in project management delivering high profile, multi partnership projects. Experience of using IT packages to produce performance reports. Highly competent at communicating to multiple audiences/stakeholders and at planning and organising. Experience of team work and using own initiative when appropriate within an agreed framework working at all levels in a confidential manner. Experience of prioritising work and attention to detail. Awareness of the confidential nature of this work. Ability to adapt and respond quickly to conflicting demands whilst remaining calm under pressure. | | Educated to degree standard or equivalent with experience in Local Government or similar public sector environment. Experience in project management delivering high profile, multi partnership projects. Experience of using IT packages to produce performance reports. Highly competent at communicating to multiple audiences/stakeholders and at planning and organising. Experience of team work and using own initiative when appropriate within an agreed framework working at all levels in a confidential manner. Experience of prioritising work and attention to detail. Awareness of the confidential nature of this work. Ability to adapt and respond quickly to conflicting demands whilst remaining calm under pressure. | | | | | | |
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| **Collaborative job?** | | No | | |
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| **Behaviours & Values** | | | | |
| **Analyse Critically** | | | **3** | |
| I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. I use my knowledge of the wider external environment and long-term situations to inform effective decision making. I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support. | | | | |
| **Collaborative** | | | **3** | |
| I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all. | | | | |
| **Deliver, Support and Inspire** | | | **3** | |
| I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. I ensure that everyone understands their role in helping the police service to achieve this vision. I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these. I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment. I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners. I motivate and inspire others to deliver challenging goals. | | | | |
| **Emotionally Aware** | | | **3** | |
| I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisational culture that recognises and values diversity and well being and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling. | | | | |
| **Innovative and Open-minded** | | | **3** | |
| I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. I work to create an innovative learning culture, recognising and promoting innovative activities. I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing. | | | | |
| **Take Ownership** | | | **3** | |
| I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen. | | | | |
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| **Impartiality** | | | **Accredited** | |
| I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate. | | | | |
| **Integrity** | | | **Accredited** | |
| I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit. | | | | |
| **Public Service** | | | **Accredited** | |
| I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services. | | | | |
| **Transparency** | | | **Accredited** | |
| I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately. | | | | |
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| **Technical Activities:** | | | | |
| **Information Gathering & Analysis** | | | | **5** |
| Information gathered is sufficient, valid and reliable and is consistent with the organisation's values, policies, guidelines and procedures. Able to deal with situations when information is insufficient, contradictory or ambiguous. Able to organise and interpret information so that conclusions can be drawn. | | | | |
| **Knowledge of Legislation & Policy** | | | | **6** |
| Demonstrates a complete appreciation of the responsibilities given to individuals for key decisions under the legislation, policy and procedure relevant to the current role. Able to offer practical advice and develop others on all aspects of the legislation, policy and procedure where appropriate. Able to apply detailed knowledge of law and procedure relating to the investigation and management of complaints to achieve a satisfactory resolution within reasonable timescales. | | | | |
| **Project Management** | | | | **6** |
| Defines, plans and manages strategic projects including those with a high degree of technical complexity which impact across the whole Force and/ or the local community, including interagency projects. Successfully negotiates for resources. Able to assemble and lead diverse and multi-disciplinary teams, ensuring maximum effective resource utilisation. Applies project risk analysis and management techniques. Successfully manages substantial project budget and reports directly to Chief Officers on the progress and results of projects. Able to identify complex issues that need escalation and summarise for action. | | | | |