



# Job Description

*ELT Group*

*Corporate Manager - Community Enforcement*



## Brentwood 2025

*Where everyone matters*

Corporate Strategy

[www.brentwood.gov.uk](http://www.brentwood.gov.uk)



<b>Position Title</b>	Corporate Manager - Community Enforcement
<b>Service Area</b>	Housing and Community Safety
<b>Team</b>	Community Safety
<b>Band</b>	ELT 1
<b>Reports to</b>	Corporate Director – Housing and Community Safety
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Community Safety</li> <li>• CCTV</li> </ul>
<b>Financial Accountability</b>	£500k Direct accountability

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

## **MAIN PURPOSE**

The main purpose of this role is to manage the Community Safety Service, ensuring you have oversight of all matters handled within the team.

Standing in for the Corporate Director of Housing and Community Safety when required.

The portfolio of services managed by the post holder includes:

- Direct management of the Community Safety Manager
- Overall responsibility for Community safety & CCTV
- Contract management of newly procured contracts following a service review

The Council delivers a number of fundamental statutory services to residents and businesses which must meet their needs and are delivered in the most cost-effective way.

Services are delivered within a framework of robust governance and assurance, with activities underpinned by appropriate and proportionate controls.

The postholder will be required to lead, direct and effectively manage a high performing, customer focused services, as well as develop and maintain robust partnerships to deliver positive outcomes that help to deliver the Council's objectives.

## **GENERIC DUTIES**

1. To support with the management and development of the broader Governance Service to ensure that the Council is protected by a robust and adequately resourced service.
2. To manage a multi-disciplinary professional workload to be delivered by appropriately skilled and qualified staff or providers, encouraging continuing professional development.
3. Conduct regular one-to-one, team meetings and individual performance reviews with direct reports. Identify and respond to staff training needs and comply with relevant policies and procedures such as equal opportunities, diversity, and sickness reporting, discipline and grievance procedures.
4. To ensure all staff in the service are fully developed and briefed with up to date information and to organise and implement ongoing training. Enabling the Service to provide corporate advice to Officers and Members to a high standard.
5. Be responsible, as Cost Centre Manager, for the day to day financial performance of the service and monitor income and expenditure effectively assessing progress against the business plan and future forecasting.
6. To build and promote successful partnership working with private, voluntary and other public-sector organisations and with service users, contributing to innovative solutions that will empower communities and encourage value for money through co-operative strategies and approaches.
7. To engage with and build positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of services with the aim of achieving high levels of customer satisfaction.
8. To lead on the delivery of services ensuring they are operated within allocated resources whilst seeking opportunities to develop and implement more efficient and effective ways of working.
9. To successfully implement policies and strategies for the service to support service delivery, income generation, value for money and the delivery of Council priorities and defined outcomes.
10. To advise members and officers of the Council at formal meetings as required.
11. To attend specified meetings of the Council's committees as required.
12. Organise service members to provide advice at meetings of the Council and/or its Committees as required
13. Deputise for the Corporate Director of Housing and Community Safety in attendance at other meetings of Council and/or its Committees as required.

14. To stand in for the Corporate Director of Housing and Community Safety as required and assist in the development of the wider service.
15. To regularly monitor and evaluate service provision, whilst seeking national best practice or innovation that will ensure provision meets the changing needs of customers. Actively seek opportunities to improve services directly or through partnership including commercial agreements.
16. To be the principal contract manager for service provision contracts and other contracts; moving this forward to maximise value for the Council and social values for the community.
17. To comply with the Rules of Procedure and undertake those functions identified in the responsibility for Functions (e.g. the scheme of Delegation to Officer) as may be determined from time by the Council.
18. To participate in a rota for out of hours cover and to be a point of contact in an emergency.
19. As the direct service manager, you will ensure that all hazards are identified and managed to an acceptable level and ensure all relevant documentation is also completed. You will also ensure you demonstrate you are committed to Health and Safety by leading by example.
20. As the service manager you will ensure that all data and sensitive information collected by the service meets the requirements set out Council's policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable
21. Undertake all the duties within the framework of Equal Opportunities.
22. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

## **SERVICE SPECIFIC DUTIES**

To manage the following services:

- Community Safety
- CCTV

## **Community Safety Service**

- To manage the Community Safety Manager
- Provide strategic leadership, ensuring that the Council's statutory responsibilities in relation to crime and disorder and community safety are properly discharged
- Provides expert advice to Members and Officers

- Identifies compliance issues and potential risks to Community Safety Services using in depth understanding and knowledge of enforcement policies and legislation to assess the implications and impact on service delivery and to highlight potential risks to the service such as non-compliance or damaging media attention
- Responsible for developing and leading on improvement programmes through effective partnership working
- Lead on the development and review of policies and procedures in line with legislative requirements and/or Codes of practice
- Act as the point of contact to co-ordinate the Council's response to anti-social behaviour and other community safety and community engagement matters in liaison with the Police Service and other relevant partners/stakeholders
- Assist in the production of regular strategic community safety assessments, and work with partners in policy formulation of a partnership delivery plan and crime reduction strategy

### **CCTV Service**

- To provide overall leadership of the CCTV service
- Provide expert advice to Members and Officers
- To develop and deliver a service improvement strategy in consultation with residents, making the effective use of technology and best practice
- To ensure compliance with data protection regulations governing the deployment of CCTV and the recording and storing of images in conjunction with the Council's Data Protection Officer
- To work in partnership with a variety of stakeholders including residents, the Police, and other council departments to ensure the most appropriate and effective use of CCTV

## PERSON SPECIFICATION

<b>Position Title:</b>	Corporate Manager - Community Enforcement	<b>Date Prepared:</b>	August 2021
<b>Service</b>	Housing and Community Safety	<b>Band:</b>	ELT 1
<b>AF= Application Form</b>		<b>I = Interview</b>	
<b>T= Test</b>			

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience of leading and managing professional, technical and support staff at a senior level in at least one of the job functions	✓		AF/I/T
1.2	Experience in the delivery of customer facing services, programmes and projects to successfully achieve corporate outcomes	✓		AF/I/T
1.3	Experience of successfully implementing forward thinking and innovative service changes.	✓		AF/I/T
1.4	Experience of effective budget, people and performance management.	✓		AF/I/T
1.5	Experience of contract management with strong commercial acumen	✓		AF/I/T
1.6	Experience of interpreting information, with a flexible and creative problems solving approach. Making rational, realistic and sound decisions	✓		AF/I/T
1.7	Experience of working at a senior level directly with politicians in a democratic environment	✓		AF/I/T
1.8	Proven knowledge of the workings of local government and the wider public sector	✓		AF/I/T
1.9	Experience of working in pursuit of collaborative/organisational goals	✓		AF/I/T
<b>2.</b>	<b>CORPORATE LEADERSHIP BEHAVIOURS</b>			
<b>1</b>	<b>LEADING AND DECIDING</b>  Takes control and exercises leadership. Initiates action, gives direction and takes responsibility. Able to manage. Motivate and empower staff and embed a “can do” approach. Gets the best from people by encouraging, motivating, and developing. Takes calculated risks	✓		I/T

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
2	<p><b>SUPPORTING AND CO-OPERATING</b></p> <p>Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation. Demonstrates commitment to the principles and practice of equal opportunities in employment and service provisions.</p>	✓		I/T
3	<p><b>INTERACTING AND PRESENTING</b></p> <p>Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and professional manner.</p>	✓		I/T
4	<p><b>ANALYSING AND INTERPRETING</b></p> <p>Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Able to communicate clearly, concisely and sensitively both orally and in writing.</p>	✓		I/T
5	<p><b>CREATING AND CONCEPTUALISING</b></p> <p>Opens to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Support and drives organisational change.</p>	✓		I/T
6	<p><b>ORGANISING AND EXECUTING</b></p> <p>Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.</p>	✓		I/T
7	<p><b>ADAPTING AND COPING</b></p> <p>Adapts and responds well to change. Manages pressure effectively and copes well with setbacks. Flexible approach to hours, including occasional out of hours working</p>	✓		I/T
8	<p><b>ENTERPRISING AND PERFORMING</b></p> <p>Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business,</p>	✓		I/T

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
	commerce and finance. Seeks opportunities for self-development and career advancement.			
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	A degree or similar level professional qualification	✓		<b>AF/I/T</b>
3.2	Evidence of CPD	✓		<b>AF/I/T</b>