

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Well-being	Job Ref Number: 04111
Service Area: Community Safety	Grade: 8

Job Title:
Anti-Social Behaviour System Navigator

PURPOSE OF JOB:

To provide coordination, support, and assertive challenge to agencies and key people, from the statutory, voluntary, community and business sector and including family members, in order to manage effective multi-agency responses to Anti-Social Behaviour within Lincolnshire via the Anti-Social Behaviour Project.

TEAM STRUCTURE:



MAIN DUTIES:

1	Contribute to the implementation, development and evaluation of the LCC Anti-Social Behaviour Project, and contribute to the continued implementation of Lincolnshire's Early Intervention and Prevention Strategy.
2	Contribute to the development and implementation of the projects strategies and work plan, and work with the ASB Project Board and other associated groups, to ensure the objectives set within the project, are met.
3	Be responsible for the development of strong and effective relationships to allow effective partnership working across agencies, to ensure a collaborative approach to priority areas of focus.
4	Work closely with other lead professionals and organisations, both internal and external to Lincolnshire County Council.

5	To quality assure a coordinated approach to multi-agency activity, and to challenge, influence and hold to account staff from partner agencies, which may include escalation to a senior level/ use of escalation policies when required.
6	Identify opportunities for enhanced partnership working and work to develop the necessary links with other organisations to enhance service provision.
7	Identify new and innovative approaches to work with vulnerable adults and assess how these may be applied locally.
8	Work with other members of other partnerships and boards to avoid duplication of effort and identify and develop synergies in strategies and work programmes.
9	Where relevant, work with commissioned services to ensure their objectives are being met.
10	Attain a level of knowledge and expertise around allocated work area(s), and keep up to date with changes in legislation, regulations, policies and strategy developments and ensure these are applied to local plans and integrated into priority core business.
11	Ensure emerging research, evaluation of relevant projects, inspection findings and best practice is shared across partners, to ensure continual practice development and performance improvement.
12	Facilitate access to and collection of information and data from a variety of sources for analytical and performance reporting purposes, and contribute to the provision of performance reports and presentations on LCC ASB project activity.
13	Provide reflective practice opportunities to involved professionals and family members.
14	Contribute to the production of reports as directed, as well as relevant performance information, to partnership Boards; to identify success, further efficiencies and required developments, along with the identification of themes and trends, which will help partners identify where resources should be targeted.
15	Contribute to the ongoing development and review of guidance, policies, processes and procedures as they relate to the work of the ASB project.
16	Implement and schedule an on-going programme of learning opportunities for the multidisciplinary network, to ensure a common understanding of the projects underpinning ethos and approach.
17	Provide advice and support to Council departments and other organisations on matters relating to community safety.
18	Contribute to the collection and analysis of data relating to the implementation and outcomes of the ASB Project.
19	Drive continuous improvement across all agencies, particularly with regard to coordination and effectiveness of multi-agency prevention and safeguarding.
20	Contribute to the efficient use of allocated budgets for this area of work.

21	Ensure that the ASB project functions within the agreed governance arrangements, and adheres to legislation, guidance, policies and processes relating to Safeguarding Adults.
22	Support and develop professional curiosity and creativity when working with service users in a solution focused manner.
23	Work with and update case management systems according to quality assurance standards.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant professional qualification and/or experience	A	√	
Demonstrable knowledge and experience of safeguarding.	A & I	√	
Awareness of services related to vulnerable people and their families.	A, I & P	√	
Experience or demonstrable record of achieving results through partnership working.	A, I	√	
Ability to influence and develop strategy and practice across a range of disciplines.	I		√
A good knowledge of current legislation and Government guidance, particularly with regard to multi-agency duties in safeguarding and District Council responsibilities.	I & P		√
The ability to effectively Chair multiagency meetings.	A & I	√	
An analytical mind, to be inquisitive and creative.	I	√	
Excellent interpersonal, communication and presentation skills.	I	√	
Previous experience of working with vulnerable adults across a range of disciplines or agencies.	A & I	√	
Due to the sensitive nature of the position, the postholder is required to have the utmost discretion.	I	√	
An understanding of the use of information in monitoring progress and informing service planning.	I	√	
It is essential that the postholder has	I	√	
good organisational and presentational skills and is reliable, conscientious and able to work to deadlines.			

A proven ability to turn strategy into action.	A, I, P		√
Experience of project management.	A I		√
Experience of developing strategic plans.	A I		√
Ability to reconcile internal and external stakeholder interests.	I P		√
Excellent oral communication skills, tact and diplomacy.	I	√	
The ability to persuade and influence others effectively.	I P	√	
Highly developed facilitation skills.	I P	√	
Experience of developing and delivering reports.	A P	√	
Experience of developing and delivering presentations.	A P	√	
Self-motivation and the ability to work on own initiative.	I	√	
Understanding of the use of information to monitor progress and performance and to inform service planning.	A I		√
Appreciation of political sensitivities and the impact on area of work.	A I		√
Ability and willingness to travel throughout the County.	A I	√	
Satisfactory enhanced Disclosure and Barring Services check, and full police vetting check.	A	√	
*A = Application form T = Test/Assessment I = Interview P = Presentation			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and adults at risk and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and adults have a responsibility to safeguard and promote the welfare of children and adults at risk during the course of their work.