

PERSON SPECIFICATION

Anti-Social Behaviour Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Experience in community safety or related field.</p> <p>In-depth understanding of anti-social behaviour legislation, including tools and powers available to local authorities.</p> <p>Knowledge of the Crime and Disorder Act 1998 and Section 17 responsibilities.</p> <p>Understanding of safeguarding issues, including CSE, cyber bullying and exploitation.</p> <p>Knowledge of evidence gathering techniques and the requirements for court ready case files.</p> <p>Awareness of community safety priorities and the role of Community Safety Partnerships.</p> <p>Knowledge of data protection, confidentiality requirements and information</p>	<p>Safeguarding Level 3 qualification.</p> <p>Anti-Social Behaviour case management training.</p> <p>Knowledge of domestic abuse frameworks, hate crime reporting structures and modern slavery indicators.</p>	<p>Application/Interview.</p>

<p>sharing protocols.</p> <p>Driving licence and access to a vehicle.</p>		
Experience		
<p>Experience of managing anti-social behaviour cases from first referral to completion, including supporting victims, witnesses and perpetrators.</p> <p>Experience of working within a multi-disciplinary environment (i.e community safety and policing).</p> <p>Experience of conducting risk assessments and leading responses for individuals or vulnerable victims.</p> <p>Experience of partnership working with statutory, voluntary and community organisations.</p> <p>Experience producing reports, analysis, policies or strategies for internal and external audiences.</p> <p>Experience dealing with challenging or sensitive customer enquiries and complaints.</p> <p>Experience managing or monitoring budgets and following financial procedures.</p>	<p>Experience of developing community-based projects to address anti-social behaviour hot spots.</p>	<p>Application/Interview</p>
Skills and competencies		
<p>Strong case management skills, with the ability to maintain detailed, accurate records and action logs.</p> <p>Ability to analyse ASB data, identify trends and present findings clearly to senior officers and partners.</p> <p>Highly effective communication skills, including the ability to engage with the public, partners, councillors and vulnerable individuals.</p> <p>Ability to manage conflict, diffuse challenging situations and provide balanced, impartial advice.</p>		<p>Application/Interview.</p>

<p>Ability to work collaboratively with a range of agencies to deliver joint solutions.</p> <p>Competence in using case management systems and Microsoft Office applications.</p> <p>Ability to represent the service in meetings, facilitate discussions and build positive working relationships.</p> <p>Strong commitment to community safety, reducing ASB and improving outcomes for vulnerable people.</p> <p>High levels of integrity, confidentiality and sound judgement.</p> <p>Ability to take initiative, problem solve- and use innovative approaches.</p>		
<p>Physical, mental and emotional demands</p>		
<p>Resilient, calm and professional when dealing with difficult or sensitive situations.</p> <p>Willingness to work flexibly, attend meetings across districts and represent both Councils when required.</p> <p>The ability to work with interruption, balancing different priorities and conflicting demands.</p>		<p>Application/Interview</p>

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.