ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

JOB TITLE: COMMUNITY SAFETY WORK PROGRAMME LEAD.

DIRECTORATE: HOUSING & SAFER COMMUNITIES

DIVISION: COMMUNITY SAFETY & ENVIRONMENTAL HEALTH

SECTION: COMMUNITY SAFETY & ENVIRONMENTAL HEALTH

GRADE: PO3

REPORTING TO: ASSISTANT DIRECTOR OF COMMUNITY SAFETY AND ENVIRONMENTAL HEALTH

Purpose of Job:

To be responsible to the Assistant Director of Community Safety and Environmental Health for:

The Community Safety Work Programme Lead is responsible for the effective end-to-end management and delivery of the Community Safety Work Programme, a s106 funded programme relating to key regulatory, improvement and diversionary projects within the Community Safety & Environmental Health Division.

The postholder will ensure that complex, high-profile projects are delivered on time, within agreed budgets and scope, and in line with statutory, corporate and service objectives.

The role requires close working with senior and junior officers, elected Members, legal services, finance, IT, external partners and contractors, ensuring strong governance, risk management, stakeholder engagement and performance reporting throughout the project lifecycle.

The postholder will report to the Assistant Director of Community Safety and Environmental Health (or equivalent) and will operate with a high degree of autonomy, judgement and professional responsibility.

Main Duties:

1. Take full responsibility for the end-to-end coordination and delivery of multiple projects within Community Safety & Integrated Enforcement, from initiation through to closure and benefits realisation.

2. Develop, maintain and manage detailed project plans, milestones, risk registers, issue logs and dependency maps

3. Ensure projects are delivered within agreed timescales, budgets and tolerances, escalating issues and risks appropriately.

4. Establish and maintain effective project governance arrangements, including reporting to project boards, senior management teams and Members as required.

5. Build and maintain robust project documentation, including business cases, options appraisals, delivery plans and post-implementation reviews.

6. Identify and manage project risks proactively, ensuring mitigating actions are agreed, implemented and monitored.

7. Manage change control processes, ensuring that variations to scope, timetable or budget are fully assessed and approved

8. Oversee project budgets, forecasting expenditure accurately and ensuring value for money is achieved.

9. Identify cost pressures early and take corrective action to mitigate overspends.

10. Coordinate internal resources and external suppliers/consultants to ensure delivery capacity is aligned with project demands

11. Work collaboratively with internal services including Legal, Finance, IT, Communications, Community Engagement and Policy to support project delivery.

12. Engage effectively with elected Members, senior managers and external stakeholders such as landlords, managing agents, the fire service, regulators and partner organisations.

13. Develop and deliver clear communication and engagement plans to manage expectations and support change.

14. Ensure projects reflect and respond to changes in legislation, regulation and statutory guidance affecting private housing and environmental health, including the Renters' Rights Act and fire safety legislation

15. Support the service in translating new legislative requirements into practical delivery plans, policies and operational processes.

16. Ensure compliance with Data Protection/GDPR, information governance, health and safety and equality legislation throughout project activity.

17. Define success measures, KPIs and outcomes for projects and report on performance and benefits realisation.

18. Embed learning from completed projects to support continuous improvement across the service.

19. Promote best practice in project management, supporting a consistent and disciplined approach across the team.

20. To undertake any other work appropriate to the level and general nature of the post's duties.

21. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

22. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

23. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

24. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.).

25. *This post requires a Basic DBS and will be supported by Safer Recruitment tools*

26. To undertake supervision/management of staff as and when required.

27. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Person Specification

Job Title	COMMUNITY SAFETY WORK PROGRAMME LEAD.
Grade	PO3
Service/Section	COMMUNITY SAFETY & INTEGRATED ENFORCEMENT
Directorate	HOUSING & SAFER COMMUNITIES

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	**Essential/ Desirable**
Knowledge	
1. . Strong understanding of community safety and/or environmental health functions within a local authority. 2. Demonstrable use of project and programme management methodologies and best practice. 3. Understanding of local authority governance, decision-making and financial management processes. 4. Awareness of relevant community safety, environmental health and regulatory legislation, including licensing and enforcement regimes. 5. Knowledge of current and emerging legislative changes in the community safety and policing environment	1. E 2. E 3. E 4. E 5. D
Skills and Abilities	
1. Excellent project management, planning and organisational skills. 2. Ability to manage multiple complex projects concurrently. 3. Strong written and verbal communication skills, including report writing and presentations for senior audiences. 4. Ability to analyse complex information, assess risk and make evidence-based recommendations. 5. Ability to build strong working relationships with a wide range of stakeholders. 6. Ability to manage change and support teams and stakeholders through periods of transition. 7. Ability to use project management and performance management tools effectively. 8. Experience of stakeholder engagement in politically sensitive or high-profile environments.	1. E 2. E 3. E 4. E 5. E 6. E 7. D 8. D
Experience	
1. .Proven experience of managing and delivering complex projects within a regulated or public sector environment. 2. Experience of managing budgets and monitoring financial performance. 3. Experience of working with senior managers and elected Members. 4. Experience of managing risks, dependencies and inter-related workstreams.	1. E 2. E 3. E 4. E 5. D 6. D 7. D

5. Experience within private housing, environmental health or regulatory services. 6. Experience of implementing legislative or policy change into operational delivery. 7. Experience of line or matrix management of staff.	
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E E