

Job Title: Compliance & Development Officer - Community Safety Enforcement Service

Job Grade: Level 4, Zone 1

Salary Range: (Insert salary range)

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind.

The Camden Public Safety Division plays an important role in engaging with local communities and a wide range of statutory partners and community organisations in order to deliver the Council's mission based approach towards ensuring that 'Everyone is safe at home and safe in our communities'. The service has developed a strong community engagement focused approach which seeks to continually promote the importance of the 'citizen voice' in informing the development and delivery of a range of council/partnership crime and anti-social behaviour reduction related strategies, policies and operational initiatives.

Compliance and Development Officers are tasked with engaging with a wide range of internal council services, stakeholders and partner organisations to address anti-social behaviour and environmental crime which has an adverse impact on the quality of life of Camden citizens and businesses.

In this role you will be required to...

- Contract management knowledge and demonstrable understanding of council policy with regard effective contract/performance management
- In-depth knowledge of the relevant council procurement processes as well as knowledge and experience of overseeing the relevant procurement/contract tendering procedures
- Knowledge and experience of delivering soft market testing processes prior to the commencement of any external procurement/contract tendering processes
- Extensive knowledge of the broad ranging legislative framework relating to environmental crime and anti-social behaviour the relevant national/regional best practice guidance
- Knowledge of legal requirements and best practice procedures in line with the relevant statutory legislation

- Knowledge and experience of delivering quality assurance and audit functions to ensure compliance with the legislative framework
- Ability to complete contract management compliance audits and performance assessments in order to produce the required service briefing reports in line with council policy.
- Ability to conduct in-depth reviews into existing systems and protocols in order to outline compliance related recommendations outlined within formal written policy briefings
- Ability (and knowledge of) the relevant statutory appeals process with regard to statutory fixed penalties – ability to conduct appeals and produce written reports which outline recommendations to be considered by the Head of Community Safety & Enforcement
- Ability to liaise with and develop effective relationships with a range of statutory organisations and non/governmental agencies to support the continued evaluation and development of Council policy and procedures with regard to anti-social behaviour and environmental crime.
- Ability to produce high quality written briefings for senior colleagues and elected members
- Ability to produce high quality performance data (including analytical data) – activity to form a central part of the performance management culture within the proposed Community Safety Enforcement service
- Ability to produce policy and compliance reports to influence the statutory authorisation process with regard to the Council adoption of new or amended statutory legislation.
- Ability to oversee the management of statutory public consultation exercises in line with statutory legislation and produce high quality written reports to the relevant Council forums including – Scrutiny meetings, Cabinet and Full Council meetings

About You

We're looking for outstanding candidates who have a strong commitment towards the development of best practice enforcement and regulatory services and are passionate about the council's ambition to deliver against the challenges, missions and aspirations outlined within 'We Make Camden'.

You will be passionate, curious and open to new ideas and challenges. And committed to supporting the development of outcome and performance driven service cultures which deliver positive outcomes on behalf of Camden citizens.

In addition:

- You are passionate about the council's ambition to deliver We Make Camden and wider corporate agendas, such as The Way We Work
- You can demonstrate commitment to culture change and understand Camden's ambition to move to greater neighbourhood working

- You are curious and open about how we can do things differently to deliver outcomes on behalf of citizens and service users and are committed to supporting ongoing efforts towards driving continuous service improvement.
- You are committed towards the development of a best practice approach towards the delivery of on-street enforcement and anti-social behaviour reduction focused activity.
- You understand the importance of performance cultures and an effective approach towards case management in order to measure impact of service delivery.
- You are committed towards the development of a collaborative/solution focused approach towards neighbourhood problem environmental crime and anti-social behaviour reduction related problem solving.
- You recognise the importance of working in partnership with other services internally and externally to provide a joined up approach which promotes the need to for ever greater collaboration to deliver outcomes on behalf of Camden citizens and communities.
- You are committed and will champion the council's ambition to make Camden a more equal, diverse and inclusive borough

Work environment

The post holder will work from Council buildings or from home in line with Council policies in an 'agile' way in a flexible and paperless work environment, prioritising their own work within the empowered and enabled team culture recognising and utilising the expertise of others where appropriate.

People management responsibilities

The post holder will report to the Community Safety Enforcement Manager and does not have line management responsibility.

Relationships

The post holder will have contacts and working relationships within the organisation including:

- Ward Councillors
 - Community Safety Enforcement Managers/Officers
 - Service managers and staff within the Public Safety Division and other services as necessary
- The post holder will have contact and working relationships with outside organisations as required including:
- Members of the Public
 - Camden Businesses

- Metropolitan Police
- Tenant Management Organisations
- Registered Social Landlords
- Stakeholders including voluntary sector organisations, other service providers, resident groups, partnership organisations

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be. If that sounds good to you, we'd love to hear from you.

Is this role politically restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. This post has not been included on the list of Camden politically restricted roles.

Diversity and inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,