

## Job Capsule Supplementary Information: Senior Policy Officer (Preventing Extremism)

This supplementary information for Senior Policy Officer (Preventing Extremism) is for guidance and must be used in conjunction with the Job Capsule for:

**Job Family: Strategy Policy and Governance**

**Job Zone: 2**

**Level: 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **Role Purpose:**

The Senior Policy Officer (Preventing Extremism) role is a Community Safety management team role with responsibility for the No Place for Hate work programme. This is a Home Office funded core role within the local authority, specifically responsible for co-ordinating and delivering preventing extremism priorities both in the council and locally across statutory and community partners. This role acts as a professional specialist advisor on extremism to contribute to the development of relevant policies and services.

### **Example outcomes or objectives that this role will deliver:**

*(Approx. six to eight key statements)*

- Project management of specific Home Office funded Prevent projects including monitoring milestones and completing financial and performance monitoring returns to central government.
- Provide high quality policy advice and analysis to councillors, executive members and officers and our partners to either address or ensure prevention of extremist activity in the borough.
- Develop, oversee and drive the implementation of the Prevent Delivery Plan. The Prevent Delivery Plan includes priority activities to address local risks that have been identified and is refreshed annually and presented to the Community Safety Partnership Board for oversight and governance.

- Develop and maintain effective working relationships with a full range of local and regional partners, including Home Office, police, other local authority Prevent Coordinators, regional HE/FE and regional health Prevent co-ordinators, and all relevant statutory and community partners involved in building resilience to extremism. Build an awareness of and trusted relationships with local civil society groups, community and voluntary organisations and partner organisations and facilitate links where appropriate.
- Coordinate local case management of the Camden Channel Panel including supporting the Chair of the panel and facilitating multi-agency collaboration through assisting panel members to develop support plans for individuals at risk of extremism. Raise awareness of Channel locally amongst statutory partners and the local community to increase appropriate referrals into Channel.
- Programme management of the broader No Place for Hate programme of work including hate crime and preventing extremism.
- Conduct appropriate due diligence checks where appropriate and necessary on extremism related issues.
- Provide timely information, advice and guidance on extremism and hate crime related issues. This includes responding to enquiries from internal colleagues and statutory and community partner organisations, as well as requests from members, senior officers, press office and FOI enquiries. Provide advice and insights on local community sentiment and tensions to senior officers, members and central government, as and when required.
- Deliver Workshop to Raise Awareness of Prevent (WRAP) training and briefings to internal local authority services, and partner organisations.
- Anticipate and identify the implications of government policy, legislation and other external developments to ensure that the Council and partners are able to adapt and develop appropriate responses. Support local implementation of Counter Terrorism and Security Act Prevent Duty requirements for the local authority and partner statutory sector organisations
- Contribute to activities as part of a multi-disciplinary service committed to supporting individuals at risk and developing innovative early intervention solutions to build resilience and create and maintain safer and stronger communities.

**People Management Responsibilities:**

This Home Office funded role is responsible for the people management of two direct reports, the central government Business Innovation and Skills (BIS) regional Higher and Further Education Prevent Coordinators. These roles are hosted by LB Camden within the Community Safety service.

**Relationships;**

The post holder will be expected to build relationships and work with a number of internal and external partners at all levels including both operational staff and senior officers. There is a specific requirement to establish and maintain positive links with schools in the borough.

Internal relationships include Community Safety service, and services across the council requiring support on extremism and hate crime issues.

The role also includes supporting the Cabinet member with portfolio responsibility for Prevent, Cabinet member for Customers, Culture and Communities.

External relationships include Home Office, Met Police, Health partners, Probation, Higher and Further education institutions, Schools, Voluntary and community organisations and Faith organisations

**Work Environment:**

The job demands a great degree of flexibility, as the role regularly deals with changing circumstances within the borough. Delivery of the job is affected by local regional and national issues, so there is a great deal of reactive activity when priorities can change within hours. The role can be unpredictable at times and will have to be able to move fast and make decisions on conflicting priorities in a short space of time.

The job will sometimes deal with casework on individuals which might be distressing given the individual circumstances. This aspect of the role is on an as and when basis.

The post holder will be based in an office environment and may be required to attend evening meetings or other out-of-hours and weekend events on occasion. Where possible, reasonable notice will be given.

The post holder must be willing to obtain Home Office Security Clearance.

**Technical Knowledge and Experience:**

- Up-to-date understanding of government Prevent strategy and the Camden approach to implementation
- Knowledge of relevant legislation including Counter Terrorism and Security Act and Prevent Duty
- Ability to work across departments and organisations to support strategic development
- Ability to deliver multi-agency projects that have measurable impacts
- Ability to present clear and compelling arguments and complex information verbally and in writing and in appropriate and accessible ways.
- Effective written and oral communications skills
- Partnership working at a strategic level
- Services and interventions to reduce the risk of and vulnerability to radicalisation and extremism
- Experience of working with multiple stakeholders, including elected Members and other senior officials
- Strategic Project and Programme Management

**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

*(Refer to Camden Behaviour framework)*

Core Behaviours	
Adaptability	3

Customer service	2
Drive improvement	2
Working together	3

**Camden Additional Behaviours – identify one or two relevant additional behaviours with the appropriate level for this role:**  
*(Refer to Camden Behaviour framework)*

Additional Behaviours	
Strategic perspective	3

**Structure Chart – please insert or attach an up to date structure chart showing this role**

Head of  
Community Safety

Senior Policy  
Officer (Preventing  
Extremism)

HE/FE Coordinator

HE/FE Coordinator

