



# Kent Police

<b>Job title:</b>	K&M DA&SV Strategic Co-ordinator	<b>Main purpose of the role:</b>
<b>Grade:</b>	Grade F	Develop, coordinate and deliver the Kent & Medway Domestic Abuse and Sexual Violence strategy on behalf of the Kent & Medway Domestic Abuse and Sexual Violence (KMDASV) Executive Group. Establish and maintain key networks and partnerships, monitoring and reporting on progress at all levels, and undertake project and business development to address key priorities as required.
<b>Role code:</b>	SP&CC034	
<b>Status:</b>	Police Staff	
<b>Home Office code:</b>	Organisational Support	

## **Main responsibilities:**

- Develop, monitor, review and update the KMDASV strategy and associated implementation plan on behalf of the multiagency Kent and Medway Domestic Abuse and Sexual Violence (KMDASV) Executive Group (KMDASVEG) and Tactical Groups (KMDASVTGs), as well as any other relevant internal and external stakeholders. This will include identifying key risks and opportunities for delivering and commissioning workstreams where appropriate across multi-agency partners ensuring that relevant approvals have been obtained across partner organisations.
- Work with partners on the development of outcome measures to ensure that delivery against objectives can be monitored and impact identified, managing action plans, pro-actively engaging with partners to address issues and identify opportunities and lead projects that address gaps/service developments in Domestic Abuse and Sexual Violence Service provision.
- Raise the profile of the KMDASV agenda internally and externally, working with partners to raise awareness of priorities and achievements and to ensure return on investment is clearly defined and understood, providing expertise to national programmes, committees and groups as required to ensure that Kent and Medway partners views and priorities are adequately represented.
- Lead in the development of relevant policy, procedures and protocols on domestic abuse and sexual violence, which takes into account the responsibilities of commissioners and the associated commissioned services, ensuring a shared common purpose for all agencies and partnerships including domestic abuse risk assessment and standards of service delivery and that victims voices and the lessons learnt from DHRs, SARs and SCRs inform the development and implementation of the strategy.
- Act in a consultancy capacity for all agencies in Kent and Medway on all domestic abuse issues and ensure relevant information and best practice on domestic and sexual abuse practices, research, issues and services, is shared and effectively disseminated across Kent and Medway.
- Where appropriate and alongside the Chair of the KMDASVEG, provide regular updates and reporting to relevant Strategic Partnerships, including the Safeguarding Boards and the Community Safety Partnerships to ensure that key stakeholders are appropriately briefed, up.
- Provide strategic support and secretariat support to the KMDASVEG and KMDASVTGs, establishing and co-ordinating of other steering groups or sub-groups and/or other key networks required to deliver the KMDASV Strategy.
- Identify opportunities for funding in relation to DA and SV, which complement or enhance existing commissioned services, developing bids as required in conjunction with relevant partners and work with partners to develop a strategic, dynamic approach to external funding and business development.

- January 2019

**Vetting level:**

RV (Recruitment Vetting)

**Necessary experience:**

The postholder will be educated to Degree level with a Prince 2 or equivalent management qualification.

The postholder will preferably have experience of working in the public sector and have an understanding of governance structures and processes.

They will possess an excellent knowledge of the domestic abuse and sexual violence agenda and have experience of influencing others in addressing these.

The postholder will have proven experience in strategy development and implementation and of programme and project development and delivery.

The postholder will have proven experience of building and maintaining strong partnerships internally and externally including communicating and engaging with a variety of stakeholders at all levels and influencing outcomes.

They will have proven experience in the development and delivery of partnership projects, have excellent communication skills and presentation skills and be self-motivated and well organised.

**Behaviours:**

Analyse Critically (Level 2)

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and the best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in doing so. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

Collaborative (Level 2)

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

Deliver, Support and Inspire (Level 2)

I give clear direction and expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these, enabling others to perform. I lead the public and / or colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and the right impact within my areas. I keep track of changes in the external environment, anticipating both the short and long term potential implications for the Police Service. I motivate and inspire others to achieve their best.

Emotionally Aware (Level 2)

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take

responsibility for helping to ensuring the emotional well being of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### Innovative and Open-minded (Level 2)

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.

#### Take Ownership (Level 2)

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

### Values:

#### Impartiality (Accredited)

I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

#### Integrity (Accredited)

I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

#### Public Service (Accredited)

I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

#### Transparency (Accredited)

I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

### Technical skills:

#### Community Partnerships (Level 6)

Develop and implement community safety strategies across the Force. Lead on partnership issues and issues that cross divisional boundaries. Example: In consultation with the command team and members

of the community safety partnership panel, agree the principles, and oversee the implementation of, the Force community safety strategy. As appropriate, co-chair the community safety partnership panel and make decisions on behalf of the Force. Oversee, monitor, and review the performance of divisional commanders implementation of strategies, particularly in relation to their individual thematic responsibilities to the panel. Oversee and review the completion of tasks set by the panel. Lead for the Force on partnership activity and manage partnership initiatives through the community safety partnership panel. Ensure effective liaison with other stakeholders and other agencies at the appropriate level throughout the Force. Develop and implement strategies to ensure liaison at the appropriate level throughout the Force. Establish the Community Advisory Group in accordance with ACPO recommendations. Attend Group meetings as an invited guest or in accordance with constitutional requirements.

#### Information Gathering & Analysis (Level 6)

Identifies the objectives of analysis and selects appropriate information needed to achieve these objectives. Uses effective methods, identifying any patterns or trends which emerge from the information and drawing conclusions which are supported by good evidence.

#### Information Management & Technology (Level 5)

Can retrieve information from computer searches across data source boundaries e.g. across a number of data sources, across county. Can analyse and compare data from such searches. Understands significance of findings and can provide guidance on the reliability of forecasts resulting from data analysis. Can monitor data quality in the work of others, and may manage the impact of data quality issues.

#### Internal Consultancy (Level 6)

Combines specialist functional skills with strategic knowledge of Force business plans and policies. Proactively identifies the need for action or investigation concerning matters with Force-wide implications. Demonstrates strong analytical skills. Able to identify critical issues at individual, Area/ Department and Force levels. Gains the commitment of key people and obtains the necessary resources through effective negotiation.

#### Know. of Police Environment & Policy (Level 5)

Has a thorough understanding of the police service, nationally and locally, and is proactive in developing proposals which affect the way Kent Police and/or Essex Police operates. Possesses a detailed understanding of the inter-relationships between activities, roles, functions, and how organisation structures and police systems work. Understands and impacts on working procedures, practices and policies within areas of responsibility and ensures that these are followed at all times. Contributes to Force goals and is accountable for delivering local business plan objectives.

#### Mgmt of Police Information (MOPI) (Level 3)

Has a basic understanding of the APP for Information Management (incorporating MOPI guidance) and its practical application. Recognises when there is a policing purpose to record information. Is familiar with the NPCC Retention Schedule. Takes personal responsibility to ensure information is recorded accurately and is retained for as long as it has a policing purpose and is stored in such way to allow it to be accessed by those with legitimate reason. Securely disposes of material which no longer has a policing purpose. Has successfully completed all standard relevant Information Management and Security, training package(s). Accurate use of Government Security Classification (GSC). Ensures physical and digital records are stored with appropriate security relevant to the sensitivity of the documents.

#### Office Technology (Level 5)

Expert in the use of one or more office software products. Is proficient in the use of these packages to significantly enhance the quality and/or presentation of work required within the role. This is likely to relate to the use of spreadsheet, database or desktop publishing packages and may include the manipulation of reports, moving data between applications, using scanning or optical storage peripherals, etc. to make the best use of information. Recognises and makes the best possible use of office systems and/or understands how office systems can be used to improve the way work is undertaken.

#### Risk Management (Level 3)

Demonstrates an awareness of personal risk management issues, challenges or difficulties likely to affect the post holder in the execution of their duties. Able to anticipate risks likely to affect their work and knows how to communicate the likelihood and possible impacts of such events to line managers or supervisors.

**National Occupational Standards:**

AA1 (Level Accredited)

Promote equality and value diversity.