

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	ASBO and Problem Solving Co-ordinator	Current Grade:	A006
Department:	Community Safety & Engagement Unit	Area:	
Reports To:	Chief Inspector, CS&EU	No of Posts:	7
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To work with Neighborhood Policing Teams, stakeholders and partner agencies in providing expert advice on and innovative solutions to problems relating to local policing needs, and to work with them on planning and implementing appropriate actions which target persistent and problem offenders, reduce the opportunity for crime and which heighten real and perceived safety and security for passengers and staff on and around the railway.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Reduction of crime and the associated impact on capital programmes budgets for L Area, TfL and partner Agencies.

Staff Responsibilities – Direct or Non-Direct

Nil

Any Other Statistical Data

ASBOs and other Associated Orders under the auspices of Crime, Disorder, reduction and partnership legislation.

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Provide problem-solving expertise and support to Neighbourhood Policing Teams on an Area/Sector basis to meet local policing needs by identifying and addressing anti-social behaviour issues, crime hot-spots and persistent and problem offenders.

Engage with London Underground staff, including GSMs, TCMs, SCMs and other accountable line managers in Public, Private and Voluntary Sector organisations, Borough Councils and Government Agencies to formulate cohesive, efficient and effective Action Plans to address local policing needs and priorities at a tactical and operational level.

Gather and collate information and intelligence against offenders from Police, Community and partner agencies and assemble evidence to support effective prosecutions or judicial disposals.

Present evidence in Court to secure convictions and the issue of other interventions or Orders under Crime & Disorder legislation such as those for Anti-Social Behaviour, Harassment, Sex Offenders, Parenting, Dispersal or Football Banning.

Prepare and issue publicity to raise public awareness of the successful outcomes in respect of Anti-Social Behaviour initiatives.

Regularly review outcomes of actions and accountabilities, identify and report on trends, successes and good practices to enable Senior Officers to steer the Force in monitoring its policing effectiveness to its stakeholders and the general public.

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Police Officers and Staff across all levels and Areas.

External

Regular liaison with line managers in London Boroughs Crime and Disorder Unit,

London Underground and Transport for London,

Community partners and other agencies and the Passenger Transport Consultation groups

Crown Prosecution Service (CPS). The jobholder will be expected to understand and interpret concerns raised by such managers and to work with them to suggest, develop and implement appropriate solutions.

Court Personnel.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Experience:

Proven experience in working in legal-related administration, including preparation and submission of Case Files for Court.

Skills:

Excellent written and verbal communication skills.

Ability to relate easily to senior managers.

Excellent attention to detail, organisational and time management skills.

Good Microsoft Office skills in most MS packages including Word, Excel, Outlook, Publisher, PowerPoint and Access, plus familiarity with Internet and Intranet systems.

Ability to work effectively as part of a team and individually.

Innovative and flexible approach to problem-solving.

Knowledge:

Desired Criteria:

Qualifications and Training:

Experience:

Previous problem solving and ASBO procedures

Experience in a Police environment.

Skills:

Ability to work effectively and remain calm under pressure.

Ability to prepare quantified Business Cases and Presentations to secure appropriate funding.

Understanding or ability quickly to learn Police databases and systems e.g. NSPIS and JAS.

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By: W Tucker, HR Manager, L Area

Date: 27/12/07

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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