



JOB DESCRIPTION

NEIGHBOURHOODS AND REGULATORY SERVICES

JOB TITLE:	ANTI-SOCIAL BEHAVIOUR OFFICER
DIVISION:	HARTLEPOOL COMMUNITY SAFETY TEAM
GRADE:	BAND 9
RESPONSIBLE TO:	NEIGHBOURHOOD SAFETY TEAM LEADER
POST REFERENCE:	105368

Purpose of Post

To work as a member of Hartlepool's Anti-social Behaviour Unit which is part of the wider Hartlepool Community Safety Team.

To work independently and with partners to address and reduce issues of anti-social behaviour and hate crime in the community, including where appropriate, taking enforcement action.

To provide a proactive and problem solving approach to tackling anti-social behaviour, hate, and community safety related issues.


Key Relationships


To maintain effective relationships with a range of partner agencies and organisations.

To work collaboratively with council departments, agencies, partners, landlords, and elected members to address anti-social behaviour, hate, and community safety related complaints.

Main Duties and Responsibilities

1. To act as a neutral, independent, and impartial investigator of anti-social behaviour, hate and community safety related complaints that are received by Hartlepool Community Safety Team from residents, agencies, partners, and elected members.

- 
2. To act as a neutral, independent, and impartial investigator of breaches of tenancy complaints relating to Council managed residential properties in Hartlepool.
 3. To take enforcement action where appropriate, including but not limited to Written Warnings, Acceptable Behaviour Agreements, and Community Protection Warnings and Notices, and to undertake Restorative Interventions.
 4. To take witness statements and personal impact statements from victims, witnesses, and partners.
 5. To provide witness statements, attend Court as a witness, and to act as a professional witness on behalf of the Council.
 6. To have knowledge of, and provide advice and guidance on anti-social behaviour, housing, hate, and community safety related matters to members of the public, council departments, agencies, partners, landlords, and elected members with professionalism, sensitivity and understanding.
 7. To participate in information sharing and joint working with partners, to ensure that a co-ordinated approach is undertaken to address anti-social behaviour, hate, and community safety related complaints.
 8. To be responsible for providing a proactive and problem solving approach to tackling anti-social behaviour, hate, and community safety related complaints.
 9. To take lead responsibility for the management and co-ordination of responses to anti-social behaviour, hate and community safety related complaints where appropriate and ensuring that responses are appropriate, timely, and proportionate.
 10. To be responsible for organising, participating in, and where appropriate chairing multi-agency meetings with relevant partners regarding anti-social behaviour, hate, and community safety related complaints.
 11. To be responsible for organising, and participating in, pre-planned operations to gather evidence of, and to take action to address anti-social behaviour, hate, and community safety related complaints. These operations may on occasion be out of normal office hours.
 12. To be responsible for identifying, assessing and putting in place measures to address the risk factors of anti-social behaviour, hate, and community safety related complaints using the Vulnerability Assessment Matrix and the THRIVE risk assessment model as appropriate.

- 
13. To refer or signpost complainants, victims and others to appropriate agencies and organisations.
 14. To undertake site visits, home visits, and interviews with complainants, witnesses, partners, and perpetrators.
 15. To prepare legal documents and case files, and apply to Court (through the Council's appointed legal representative) for court orders and the prosecution of other matters.
 16. To collect and collate data, monitor trends and write reports where necessary.
 17. To produce and maintain appropriate paper and electronic records, input information electronically, and maintain effective information storage and retrieval systems, ensuring that any associated clerical and record-keeping routines are followed, and that necessary management and performance information is provided to the Neighbourhood Safety Team Leader, at the appropriate time, as may be necessary to ensure the effective management and performance of the role.
 18. To participate as appropriate in official meetings, public meetings, consultations, court hearings, and meetings with residents and community groups - giving presentations as required.
 19. To assist in organising and in running the annual Anti-social Behaviour Awareness Day (ASBAD) event for young people.
 20. Any other duties of a related nature which might reasonably be required and allocated by the Neighbourhood Safety Team Leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2021

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES AND AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.



Post Additional Information and Requirements

1. The post holder will be required to work for a total of 37 hours each week during Monday to Friday, typically between 9.00am – 5.00pm. However the post holder must have the ability to be flexible in operating outside of these days and times where necessary.
2. The post holder will be based at Hartlepool Police Station, Avenue Road, Hartlepool.
3. The post holder will be required to hold a full UK Driving Licence and have the ability to travel independently around the Borough in a personal vehicle.
4. The post holder will be required to successfully complete checks made under:
 - An enhanced Disclosure and Barring Service (DBS) check.
 - Safer Recruitment procedures.
 - None Police Personnel Vetting Level 2 (NPPV2) conducted through Cleveland Police.