

# Community Safety Advocate: Grade E

---

## Job Description

Role Title	Community Safety Advocate	Reporting to	Hub Manager
Location	Stockton Hub	Role/Grade	Grade E

**Purpose of the Job**

To assist in the delivery of the Brigades Integrated Community Safety Policy enabling the Fire Authority to fulfil its statutory duty to promote fire safety within the community by working with a wide range of partners and delivering risk reduction initiatives to vulnerable members of the community .

## **Key Duties and Responsibilities**

### **Corporate**

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing
- 1.2 To ensure individual continuous development to improve personal and organisational performance
- 1.3 To attend external forums or working groups as required and network with peers to capture/share learning and good practice
- 1.4 To ensure compliance with the Data Protection Regulations
- 1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

### **Functional**

- 1.7 **To assist the Hub Manager and the Community Engagement Manager, contributing towards:**
  - The evaluation, recording of individual case notes and completing administration duties as required
  - Strengthening existing partnerships and assisting in the development of new partnerships to deliver safety and quality of life programmes to the community
- 1.8 **To contribute to delivery of the following services on a day-to-day basis:**
  - To coordinate community based domestic safety activities in line with the Brigades risk based approach.
  - To support the wider community safety department in delivery of community based activities as required.
  - To assist in the development and delivery of the Brigade health and wellbeing strategy including delivery of initiatives to support smoking cessation, healthy eating, substance misuse and other local health related issues.
  - To reduce health inequalities within the community ensuring that all members of the community are able to access Brigade community safety services.
- 1.9 **To keep current with the latest developments and changes to legislation.**

- To maintain a sound knowledge of safeguarding and vulnerabilities linked to specific community groups and ensure compliance with associated safeguarding processes

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

### **Role Map**

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- WM2 Maintain activities to meet requirements
- WM3 Manage information for action
- WM4 Take responsibility for effective performance
- WM5 Support the development of teams and individuals
- WM6 Investigate and report events to inform future practice
- WM9 Support the efficient use of resources
- WM11 Respond to poor performance in your team
- FSB9 Work in partnership to minimise risks to the community

### **Values and Behaviours**

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

### **Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

## **Person Specification**

## Key Criteria

Category	Criteria	Measure
<b>Qualifications Competences</b>	• Excellent numeracy & literacy skills (E)	AC/AF
	• IT literate including Word, Excel, PowerPoint and use of databases (E)	AC/C
	• Good academic background up to 'A' Level standard or evidence of continued professional development (D)	C
<b>Experience</b>	• Effective communications with a wide range of people (E)	AF/I
	• Delivering presentations to a wide audience (E)	AC/AF/I
	• Knowledge of local health issues and available support in relation to Health & Wellbeing (E)	AF/I
<b>Skills, Knowledge and Aptitudes</b>	• Knowledge of safeguarding legislation and procedures (E)	AF/AC/I
	• Organisational skills, including ability to work with competing demands, forward plan and task management skills to manage workload effectively to meet organisation priorities and deadlines (E)	AF/AC/I
	• Excellent interpersonal and presentation skills (E)	AC/I
	• Tactfully deal with sensitive situations (E)	I
	• Self motivated (E)	R
	• Able to work in a team (E)	R
	• Ability to mediate, facilitate and negotiate (E)	AF/I
<b>Other</b>	• Ability to meet the Service's medical requirements ( E)	Medical AF/C
	• Commitment to Equality and Diversity (E)	AF/AC/I
	• Commitment to Health and Safety (E)	AF/I
	• Full current driving licence or access to a means of mobility support (E)	AF/C

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate

