

Role Profile

Part A - Grade & Structure Information

Job Family Code	9PE	Role Title	COMMUNITIES AND PREVENTION Officer
Grade	PS9	Reports to (role title)	COMMUNITIES AND PREVENTION Lead
		Directorate	Adult Social Care
JE Band	314-370	Service	
		Team	Communities and Prevention Team
		Date Role Profile was created	Jun-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	This role will support the Council's Communities and Early Help approach and continue to widen its influence to the preventative support of families and children, and include health prevention and protection. The preventative approach has always been about cost saving, so this role will support the delivery of medium term financial savings. In addition it will be an expectation that this role will help to generate alternative sources of income such as through funding bids, social value and crowdfunding in order to pump prime community initiatives and build self-sustaining long term solutions. Key accountabilities will include supporting a cross-functional and cross-organisational approach to prevention and building community capacity as well as mobilising the voluntary community and faith sector through market shaping activities such as local partnership networks.
Work Context	This role will work across the Council to develop a range of community assets upon which residents and communities across Surrey can draw to improve wellbeing and increase independence and resilience. It will create an environment whereby individuals can be diverted towards informal community based services that prevent, reduce or delay care and support needs from developing, as required by the Care Act 2014.
Line management responsibility if applicable	May have line management responsibility for a small team
Budget responsibility if applicable	Influence over project budgets, delivery of significant efficiency savings in the MTFP 2017-2021, and responsibility to attain and manage grant funding.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service Development • Contribute to the development and achievement of business plans in their work area to develop and implement agreed strategy. • Promote and manage the delivery of the service to meet the needs of the public. Planning & Organising • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area. Analysis, Reporting & Documentation • Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives. Finance/Resource Management • Monitor and advise on budget expenditure in accordance with the council policies and procedures. • May manage external suppliers and contracts. Work with others • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. People Management • May manage a team operating in a well defined specialist area and organise deployment of staff and work and/or appropriate support for service users. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. Duties for all Values: To uphold the values and behaviours of the organisation

	Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree and/or relevant professional qualification or considerable experience of working within the service area. • Thorough knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area. • Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided. • Ability to understand and monitor budgets in accordance with financial procedures. • Proven written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels. • Proven IT skills and able to use technology to be effective in the role. • Ability to prioritise and plan and make best use of personal resources in achieving performance objectives. • Ability to manage a range of projects through to completion. • Able to lead team working, and use supervision to improve personal performance and practice of junior staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	To be successful in this role, the applicant should have the following specific experience:- • Proven ability to work in an ambiguous and changing environment • Proven ability to build relationships, network and work in cross-functional and cross-organisational teams • Experience of supporting cultural change • Ability to travel around the county and to attend some scheduled evening meetings to meet the demands of the role
Role Summary	Roles at this level lead and manage the work of a team providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading on a project to promote a community/cultural activity. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan. They will work largely autonomously with access to guidance from more experienced professionals.