

JOB DESCRIPTION – NEIGHBOURHOOD SERVICES – COMMUNITIES, SAFETY & PROTECTION

IDENTIFICATION

Post Title:	Communities Officer	Post Ref:	
Section:	Community Empowerment Team	Grade:	11
Responsible to:	Community Empowerment Manager		
Responsible for:	CLD Workers and other workers delivering Community Learning and Development in communities		

JOB PURPOSE

To lead the strategic planning and implementation of Dundee's City Plan at a locality level through the implementation and management of Local Community planning as set out in Dundee's Locality Leadership Scheme

To lead on all aspects of Local Community Planning in their designated area linking the City Plan with locality plans bringing communities and service providers together and will have a lead role in advising and assisting Dundee City Council Service Areas and other relevant agencies to deliver on the Local Community Planning and Community Empowerment.

Will be responsible for leading a team fulfilling Dundee City Council's statutory obligations under the Community Empowerment Act (Scotland) 2015 and to deliver Community CLD Regulations (2013) building stronger, empowered communities.

PRINCIPAL WORKING CONTACTS

Neighbourhood Services Managers and Team Leaders
Senior staff within Dundee City Council and Community Planning Partner Agencies
Locality Leaders of Local Community Planning Partnerships
Elected Members
Members of the Public

MAIN DUTIES

Lead on developing Local Community Plans that are reflective of strategic and community priorities by building strong relationships across services and agencies, assessing need, analysing data and ensuring communities have an opportunity to contribute their key priority issues

Monitor and Report on Local Community Plans and their subsequent actions to Dundee Partnership, Elected Members, the Chief Executive, the Dundee City Council Management Team and the wider public

Provide professional servicing to the Local Community Planning Partnership, locality leaders and ensure the constructive interface between Local Community Planning Partnerships, task Groups and the appropriate Council Service Areas/Partner Agencies and Elected Members

Build and maintain relationships with the lead services, agencies, Elected Members and communities

Participate in strategic planning and implementation groups in the city

Ensure that strategic planning and implementation groups are responsive to local issues by facilitating the development of issue-based task groups

Leading the collection of community data and voice. Analysing and interpreting data to assist in the development and maintenance of Community Profiles and data driven priority setting

Drafting reports/briefings for Local Community Planning Partnerships, Dundee Partnership, Elected Members, the Chief Executive and the Dundee City Council Management Team

Leading a team to ensure that Dundee's Citizens are engaged in service design and delivery and participate in decision making processes

Lead a team to support communities to identify and express their views on issues affecting them by widening the base of local citizen involvement through a range of Community Engagement and Participation activities

Lead a team supporting the development and capacity building of groups and charities ensuring that Dundee City Council are meeting our statutory obligations towards those groups and supporting those groups to meet their statutory and regulatory obligations

Lead on the implementation of key aspects of the Community Empowerment Act including Asset Transfer and Participation requests. Including supporting community groups to develop competent Community Asset Transfer and Participation Request applications

Lead on Participatory Budgeting initiatives in the city, supporting other Dundee City Council service with their Participatory Budgeting approaches

Responsible for team budgets and maintaining financial control of allocated funding and ensuring adequate monitoring of all expenditure

Responsible for supporting Local Community Planning Partnerships to allocate, monitor and report on devolved budgets from other service areas. Lead a CLD team in planning, monitoring, evaluating and improving the impact of their work undertaking self-evaluation and using data management systems including Cognissoft and Pentana

Responsible for the line management of designated staff and volunteers

Assisting with the recruitment, induction and ongoing development of all staff, as appropriate

Take a lead role in preparing evidence for Education Scotland inspections, Best Value Audits and any other scrutiny processes

Provide a building management role in DCC community centres. This involves taking a leadership role with all staff working in the community centre to ensure all health and safety,

fire safety, risk assessment and operational practice adheres to Dundee City Council procedures and protocols.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: COMMUNITIES OFFICER

DIVISION/DEPARTMENT SECTION: COMMUNITIES SECTION, NEIGHBOURHOOD SERVICES

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree level qualifications in relevant subject area e.g. Community Development/ Community Education/Planning/ Housing etc.	Evidence of commitment to continuing professional development	Application form References
RELEVANT WORK/OTHER EXPERIENCE	Experience of community development and capacity building Good knowledge of current Government Policy in relation to community empowerment and community development Experience of partnership working Leading a team or area of work	Good professional network of contacts; experience of working in inter-disciplinary teams or across Service Areas; evidence of corporate working would be an advantage	Application Form Interview References
PARTICULAR SKILLS/ABILITIES	Good communication skills with people from all backgrounds Ability to write concisely and clearly; ability to manage own time and prioritise work	Project management and budget management experience Commitment to addressing social justice and promoting strong public sector ethos	Application Form Interview References
PERSONAL QUALITIES	Self-motivated/ability to work without close supervision flexible, yet focused	Ability to enthuse/motivate others strong commitment to addressing social justice	Interview

	ability to respond positively to situations of challenge/conflict		
ANY ADDITIONAL JOB-RELATED REQUIREMENTS	Flexible working will be an essential component of this job which will involve evenings and occasional weekends Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update	Driving licence	Application Form Interview