**JOB DESCRIPTION**

**ANTI-SOCIAL BEHAVIOUR PROJECT LEAD FOR THE POLICE AND CRIME COMMISSIONER FOR NORTHUMBRIA**

**Location:** Victory House, Balliol Business Park or any accommodation as directed by the PCC

**Accountability:** Reports to the Commissioning and Policy Manager

**Car User Status:** Casual

**Status:** Full Time

**Salary:** Grade H (£34,833 - £37,953) Fixed term position until (March 2025) – secondments welcome

The Police and Crime Commissioner for Northumbria is committed to tackling anti-social behaviour (ASB) and transforming the approach to it working with community safety partners across Northumberland, Tyne and Wear. The ASB Response and Immediate Justice Project has two strands of work delivering immediate justice for ASB preparators and increasing patrols across the region in ASB hotspots.

**Role summary**

The Project Lead will manage all aspects of project implementation and will work closely with a range of community safety partners including, Northumbria Police and local authorities to build relationships, encourage collaboration and system change to address ASB.

The post holder will ensure that the project aligns with existing processes and projects and has support from local stakeholders as well as the public. The role will also facilitate information and intelligence sharing across key partners to help identify emerging trends, shape resource allocation, and support the evaluation.

**Key roles of this post**

1. Be responsible for the successful delivery of the ASB Response and Immediate Justice Project
2. Develop and implement a Project Delivery Plan to achieve the shared vision and outcomes of the project.
3. Develop effective relationships with delivery partners and key stakeholders to maximise opportunities for robust outcomes.
4. Contract and performance management.
5. Manage the project budget ensuring spend is maximised and securing value for money.
6. Work with key stakeholders to identify emerging trends and themes to shape resource allocation.
7. Ensure compliance with the Home Office and Department of Levelling Up Housing and Communities (DLUHC) grant agreements and OPCC commissioning procedures, producing reports on the success of the project, and evaluating its impact and working with the Home Office and DLUHC appointed independent evaluators.
8. Carry out other duties as compatible with the role.

**Minimum knowledge, skills and abilities**

* A degree or have experience of working in a community safety multi-agency context.
* Good understanding of ASB and experience of working with partners from other agencies to tackle ASB.
* Excellent communication and collaboration skills, with an ability to build transformative relationships and lead inclusive meetings.
* Ability to conduct sound research and analysis using the information to devise and implement effective strategies and summarising the findings to produce information for a range of audiences.
* Must have proven experience of setting up and delivering projects within timescales alongside the ability to remove barriers to delivery and provide recommendations on implementation planning.
* Ability to work well individually and as part of a team with an ability to prioritise competing demands.
* Contract management experience and experience of managing budgets for complex projects including reporting to external funders and stakeholders in line with grant agreements.
* Experience of handling sensitive information and have the highest standards of integrity.
* Ability to travel to different locations across the Northumbria area.
* Excellent IT skills.
* Understanding of the governance and scrutiny role of Police and Crime Commissioners.
* Should have an understanding of the public health approach to tackling ASB and crime and an excellent understanding of the local landscape and governance structures.
* Willingness to attend events and to work outside of usual office hours where necessary with appropriate time off in lieu.

This is a politically restricted post and will be subject to Police Vetting and may be subject to DBS Enhanced Clearance

Please note - the closing date for applications is [DATE] and interviews will take place on [DATE].

