



JOB DESCRIPTION

Title – Crime Reduction Officer

Version - 2 Date - 28/04/2023

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|--------------------------------|---|
| Post Number: | GI042 |
| Grade: | 6 |
| Weekly Hours: | 37 |
| Department: | Local Policing Directorate |
| Status: | Established |
| Responsible To: | Crime Reduction sergeant |
| Responsible for: | N/A |
| Job Role /Purpose: | To identify, promote and co-ordinate crime reduction (and fear of crime) opportunities and initiatives with the public, community safety partners and business across Leicester, Leicestershire & Rutland. |
| Contacts: | Police Officers and Police Support Staff at all levels; members of the public; victims of crime; Senior Managers; Intelligence Officers and Managers; Local Authority Representatives; Community Safety Partnership representatives; Probation Service; Integrated Offender Management staff; Other statutory and non-statutory agencies. |
| Health and Safety: | To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses. |
| Equality and Diversity: | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people |

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

To possess an Honours level Degree in a relevant subject (Applied Criminology or similar)

To have successfully completed or be willing to undertake the Level 4 crime prevention accredited qualification which must be achieved within 18 months of start date

To demonstrate by example a working knowledge of IT software including Social Media tools

To hold a current full European Driving Licence *

Work Experience:

To demonstrate an ability to solve problems at work and to implement a new policy at work

To demonstrate an ability to summarise narrative documents, highlighting relevant issues to others

To demonstrate an ability to make recommendations arising from analysis or research

Personal / Interpersonal Skills, Aptitudes:

To demonstrate by example a detailed knowledge of contemporary crime reduction techniques and to have achieved positive results through their application

To demonstrate by example experience of working as part of a multi-agency project or environment

Demonstrate an ability to communicate confidently at all levels both orally and in writing.

Demonstrate an ability to work with limited supervision; to plan and prioritise own workload and make decisions within timescales.

Special Skills:

N/A

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

DESIRABLE CRITERIA

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

N/A

Work Experience:

To have experience of working in or with Community Safety Partnerships, Local Authorities, or other community safety agencies.

To be accredited in the field of crime reduction

To have experience or knowledge of public CCTV system usage or CCTV systems policy

Personal / Interpersonal Skills, Aptitudes:

Experience of working in a political environment.

To have a knowledge of Secured By Design principles

To have experience of using social media in a work-related environment

Special Skills:

Have a working knowledge of the Police IT systems currently used by the Leicestershire Police, in particular Niche or Storm.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

Act as a single point of contact for advice on contemporary crime reduction measures a) internally, b) with relevant partners, c) with crime control strategy leads, d) for planned and ad-hoc operations and initiatives

Act as a point of contact for media releases in relation to crime reduction initiatives and to use the force Neighbourhood Link messaging system to assist in the distribution of advice and guidance

To use and understand the role of intelligence in the crime reduction process

Work with partners and internal staff to consider improvements to the design of the built environment

Provide advice in relation to CCTV issues at a practical level

Offer specialist advice in relation to high risk victim or witness security

Meet with victims of crime, personally, or as part of a group

Work closely with Crime Reduction or Designing Out Crime Officers in relation to initiatives, activities and work streams

Identify, summarise, and disseminate local and national crime prevention (or reduction) best practice within the organisation

Present information in written format or by presentations to peers, partners or managers

Provide crime reduction advice Action Plans for reactive and proactive events

Management/Leadership:

N/A

Communication:

N/A

Administration:

N/A

General:

To liaise with Intelligence & Performance Analysts and force level intelligence officers

Liaise with internal departments and external partners to promote community safety through crime reduction e.g the Multi Agency Traveller Unit (MATU) or, Integrated Offender Management (IOM)

Update CCTV procedure manual at intervals in liaison with Estates Department

Attend national conferences, and forums to scope out, and disseminate best practice.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Social responsibility

OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Management Vetting (MV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed 02/06/2017

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {*per mile / day etc*}: [Click here to enter text.](#)

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ .

Additional Information: [Click here to enter text.](#)

Reasonable adjustments

[Click here to enter text.](#)

INSERT ORGANISATION CHART