

## Violence Reduction Co-ordinator

## Role Profile

**Service:** Public Health Directorate  
**Band:** Band 9  
**Reporting to:** Public Health Programme Manager  
**Responsible for:** Data Analyst (Serious Violence)



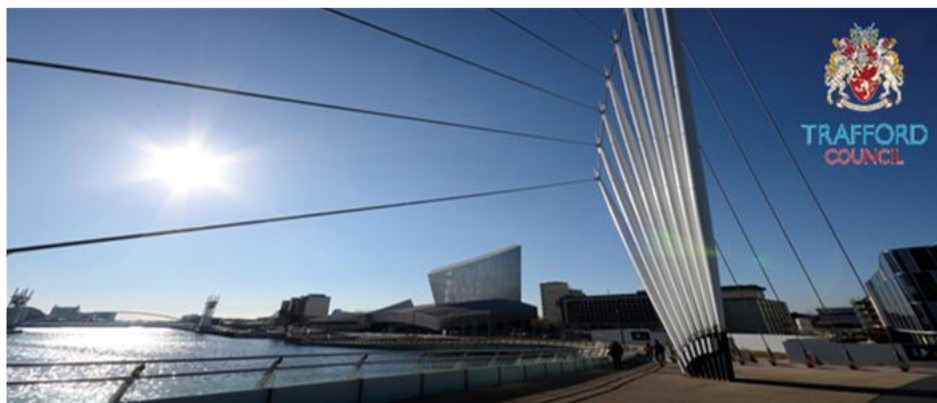
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

The Violence Reduction Co-ordinator sits in Trafford Council's Public Health directorate. As part of the Public Health team, you will contribute towards the Council's corporate priorities of reducing health inequalities and supporting people out of poverty by championing a Public Health approach to Violence Reduction.

This is a key role which also works collaboratively across a range of local community and partner agencies, including Community Safety, Greater Manchester Police, Youth Justice, Health, Education and Social Care, as well as liaising with our commissioned services.

### Your Main Priorities

- Ensuring that Trafford Partnership complies with the statutory Serious Violence Duty, taking a preventative approach to violence, crime and social exclusion amongst young people and adults, including domestic abuse, gang-based violence, anti-social behaviour, school exclusion and other forms of vulnerability.
- Working collaboratively with a range of key partners to develop and implement the Serious Violence Strategy priorities for Trafford as a system, and develop and co-ordinate the Reducing Violence partnership strategy and delivery plan.
- Overseeing the development and review of the Joint Strategic Needs Assessment (JSNA) for Serious Violence for Trafford.
- Managing the full cycle of commissioning under the Serious Violence Grant and wider Community Safety Grant, Domestic Abuse programmes, Youth Justice and Complex Safeguarding, Family Help and wider Public Health responsibilities.

### Key duties

- Developing solutions to complex issues that create barriers to the prevention of violence, crime and vulnerability, including community-led initiatives.
- Reviewing developments in trends, policy and legislation, intelligence-driven approaches, monitoring performance and delivery of Service Level Agreements (SLA's) with providers and partners, and evaluating outcomes to help identify the underlying risk factors that can lead to violence.
- Working across partner agencies including other Local Authorities, NHS Integrated Care Boards, Greater Manchester Police, schools and the community and voluntary sector; to avoid duplication, maximise resources, and deliver partnership agreements to reduce violence and abuse within Trafford.
- Working closely with procurement, legal and finance teams to develop specifications and commission services/interventions relating to violence prevention, domestic abuse and wider community safety and public health. Particularly those funded through the Serious Violence Grant and Public Health and Community Safety domestic abuse budgets.
- In conjunction with Service Managers, contribute to service reviews and develop strategies to promote quality improvements ensuring compliance with relevant legislation and best practice.
- Working independently and leading on projects, bringing together working group(s) and driving actions.
- Overseeing development of proposals for spending, putting together of bids and plans for GM funding, and overseeing delegated budgets and commissions.
- Representing the Public Health Team and Trafford Council at internal, external, and Greater Manchester-wide meetings, forums, and events to ensure Trafford fulfils its statutory requirements, and influences and benefits from Greater Manchester best practice and investment.
- Producing briefings, progress reports and give expert advice at strategic boards and partnerships, including regular updates to the Mayor's office on interventions being funded by the Greater Manchester Combined Authority.
- Acting as a 'point of contact' for schools and other teams with practical advice, and developing responses to incidents, particularly high profile or high-risk incidents.
- Developing and delivering specialist training for staff, community groups and partners to advocate for consistent approaches, share learning and good practice.
- Line managing the Serious Violence Data Analyst and providing supervision to other staff as appropriate.
- Undertaking any other duties commensurate with the grade of the post as required from time to time.

## About You

### Qualifications and Professional Development

- Educated to degree level or extended formal training equivalent to Level 5 qualification in a relevant subject
- Evidence of continuous personal and professional development

### **Experience and Knowledge**

- Significant experience of working within Community Safety, Policing, Public Health or related discipline
- Experience of effectively networking, collaborating, influencing and negotiating with partner organisations to gain commitment to achieve common goals
- Experience of financial management, including monitoring and maintaining expenditure
- Experience of commissioning interventions, projects or services, including the monitoring of and evaluation of delivery
- Understanding of the causal factors of violence and the public health approach to reducing violence
- A good working knowledge of safeguarding in relation to children and vulnerable adults, and an understanding of the issues affecting young people
- An understanding of the national direction and political developments which will impact the way in which public services approach violence reduction
- Experience of working with elected members

### **Skills and Abilities**

- Excellent communication skills (written and verbal), with the ability to present complex/sensitive information effectively to a range of audience in a way that is clear and understandable
- Able to assist in the writing of high-quality strategy and procedural documents as required
- Interpersonal skills; building and maintaining professional relationships with staff at all levels, internal and external teams to ensure effective working across services
- Able to motivate and manage staff to ensure a high standard of service delivery
- Organisational and planning skills; able to prioritise and remain solution-focused whilst managing multiple priorities to deliver outcomes to agreed deadlines
- Good analytical skills, with the ability to research, analyse information, identify problems/obstacles and present solutions/conclusions to determine the best approach forward
- Ability to share learning and best practice, developing and delivering training to a range of audiences

### Special Conditions

- An enhanced DBS check with children/adults barred list check will be required
- Willing and able to travel to sites within the Trafford Borough
- Hybrid work style; working part of the week in our offices (Trafford Town Hall) and the other part of the week from home
- Flexibility and willingness to work evenings and weekends occasionally if required

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|-----------------------|-------------------------------------------------------------------|
| Date prepared/revised | NOV 2019   APR 2022   Revised role profile (regrade) – 29/01/2025 |
| Prepared/revised by   | H Grant / A Meehan   Z Ball / R Pollard                           |
| Job Evaluation        | Re-evaluated 14/01/2025                                           |

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.