



NAME OF POSITION: COMMUNITY SAFETY COORDINATOR (DUBLIN NORTH INNER CITY LOCAL COMMUNITY SAFETY PARTNERSHIP) (TEMPORARY)

POSITION No: 46/2020

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT, ON
FRIDAY, 8TH JANUARY 2021

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR COMMUNITY SAFETY COORDINATOR (DUBLIN NORTH INNER CITY LOCAL COMMUNITY SAFETY PARTNERSHIP) (TEMPORARY FOR 2 YEARS) MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

A pilot project is being undertaken in the Dublin North Inner City Area to establish a Local Community Safety Partnership to holistically address community safety concerns. Community Safety is about people feeling and being safe in their communities. It entails collaborative, multi-agency approaches to harm prevention measures at the local community level.

The Local Community Safety Partnership will give communities a stronger voice in identifying and tackling the issues they face, and give them access to a wider range of services to address these issues. The new structure being piloted aims to develop proper strategic partnership approaches to a range of local issues. Agencies and service providers across a range of areas will work with community representatives on community solutions to complex safety problems.

THE JOB

The **Community Safety Coordinator** will support the Dublin North Inner City Local Community Safety Partnership in its work to bring together a diverse group of agencies and residents to engage in joint planning and co-ordination of services for the community. A main focus will be the design and delivery of community safety projects in the Dublin North Inner City area.

The successful candidate will coordinate an office, which will act as a hub for the local community in relation to community safety. Community safety is action and community focused. It will support community members to identify local priorities and access relevant services, as well as assisting the Local Community Safety Partnership in drafting and delivering on a local community safety plan.

The role is diverse and multifaceted and the successful candidate will need a good understanding of community development processes and principles, be able to communicate effectively with a range of diverse stakeholders, be practical and task oriented, and have the capacity to produce excellent written work. The Community Safety Coordinator will manage the work of one staff member, the Community Safety Administrative Officer. The Community Safety Coordinator will be responsible for the day to day running of the community safety activities in the Dublin North Inner City area.

THE IDEAL CANDIDATE SHALL

- have a clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors;
- have the ability to work on several projects simultaneously;
- possess strong written and communication skills;
- have the ability to engage stakeholders from diverse backgrounds and build strong relationships;
- have the ability to develop and implement communications plan, including the use of social media;
- have the ability to positively contribute to and lead change;
- be able to work effectively independently and as part of a team;
- possess excellent planning and organisational abilities;
- have the ability to administer and oversee programme funding;
- possess a high degree of motivation and resilience;
- possess high level of discretion and professional integrity;
- have the ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications: -

- (a) (i) hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar;
OR
(ii) have a minimum of three years relevant professional experience;
- (b) have a minimum of 2 years' experience working as a project coordinator or similar role, and
- (c) have a minimum of 1 years' experience in communications, outreach or similar;
- (d) have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.

Experience in one or more of the following areas would be an advantage:

- **Local community development**

- **Public health**
- **Criminal Justice System**
- **Communications**
- **A demonstrated ability in programme delivery**

DUTIES

The duties of the post include, but are not limited to, the following:-

- i)** Supporting the establishment and the work of the Local Community Safety Partnership, including through:
 - a.** coordinating the development of a work plan for the Local Community Safety Partnership,
 - b.** supporting the development of a local community safety plan;
- ii)** Supporting engagement of community members with the Local Community Safety Partnership;
- iii)** Developing and delivering local community safety projects under the leadership of the Chair of the Local Community Safety Partnership;
- iv)** Developing and delivering a communications strategy to keep the community informed about community safety activities;
- v)** Proactively engaging and building good relationships with other stakeholders working on community safety in the area;
- vi)** Mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities;
- vii)** Ensuring the provision, collection and reporting of relevant data and information;
- viii)** Supporting the external evaluation of the community safety pilot;
- ix)** Ensuring that adequate record systems are in place and adhered;
- x)** Ensuring that detailed reports are prepared for key stakeholders;
- xi)** Preparing summary financial and administrative data for internal use;
- xii)** Taking the lead on the organisation and management of all community safety project events;
- xiii)** Managing the work of the Community Safety Administrative Officer;
- xiv)** Building and maintaining good working relationships both inside and outside the community safety pilot, including with key actors in Dublin's North East Inner City (NEIC);
- xv)** Under the leadership of the Chair of the Local Community Safety Partnership and management function of Dublin City Council, carrying out duties to ensure the control of expenditure within the project's budget;
- xvi)** Ensuring that petty cash procedures are followed and that adequate records are kept;

- xvii) Undertaking all duties that may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the Local Community Safety Partnership and direction of the Central Area Manager.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- The post of **Community Safety Coordinator (Temporary)** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

SALARY

The salary scale for the position of **Community Safety Coordinator (Temporary)** is: -

€48,540; €49,711; €51,124; €53,780; €55,365 (Maximum); €57,337 (1st LSI) (after 3 years satisfactory service on the Maximum); €59,320 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet*, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is temporary, whole time and pensionable. **The successful candidate will, be employed, subject to satisfactory service, on a fixed term contract basis for a period of 2 years. The nature of this employment is fixed term in line with sanction received from the Department of Housing, Local Government and Heritage. A contract will therefore be issued on such objective grounds.**
- (b) The holder of the post will be assigned to the North Inner City Area, Dublin City Council.
- (c) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council, now or in the future.
- (d) The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting'.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.

- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday 8th January 2021.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2020

This document is also available in Large Print, High Contrast Print and Braille on request.