

Job Title: Crime Prevention Design Advisor	
Job Evaluation Number	B552

JOB DESCRIPTION

Job Title: Crime Prevention Design Advisor	Location: Various (see advert)
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Local Policing Inspector	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Work as part of a Shared Service team developing and supporting Forcewide crime prevention and reduction initiatives through designing out future opportunities for crime.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:	% time
1. Analyse plans and applications, when required undertake surveys, prepare reports and complete consultation documents.	40
2. Where appropriate ensure that Secured by Design and Secured Car Park conditions are considered within assessment and reporting.	15
3. Develop effective communications and provide best practice crime prevention through design advice to all professionals involved in the development of the built environment - i.e. architects, planners, developers, surveyors and other statutory bodies.	15
4. Provide advice and guidance to police and partners relating to the design, planning and construction of the built environment, with the aim of preventing future crime and reducing or eliminating the fear of crime.	10
5. Maintain current knowledge of appropriate legislation and guidance - to include Counter Terrorism Protective Services.	10
6. Inspect and assess the conditions, location, environment and potential security related problems on actual and proposed construction (housing, recreational, retail and business developments).	5
7. Maintain external partnership links both nationally and regionally, to continue to support and develop best practice.	5

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:
Each of the 4 CPDA's will cover a large area of up to 4 LPAs.
Each CPDA will be the Police link into the planning departments for up to 4 Local Authorities and 4 Community Safety Partnerships.

Job Title: Crime Prevention Design Advisor	
Job Evaluation Number	B552

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows:</i>	<i>E/D</i>
1. Completion of Crime Prevention Learning & Development Programme modules: Introduction to Crime Prevention, Security Products (e-learning), Site Surveying and Multi-Agency Problem Solving; or the Crime Prevention Programme; or the Standard Crime Reduction Programme <u>at least six months before attending the Designing out Crime module.</u> Alternatively, attendance on a certificated equivalent or provide accreditation of prior experiential learning (APEL).	E
2. Completion of the Designing out Crime module or willingness to attend.	E
3. Good standard of education including excellent numeracy and literacy skills.	E
4. Problem solving skills and a proven ability to work as an individual, in a team and in partnership without close supervision.	E
5. Recent experience in the use of SARA (Scan, Analyse, Respond, and Assess), NIM (National Intelligence Model) and POP (Problem Orientated Policing) of problem solving.	E
6. Proven ability to communicate effectively at all levels both verbally and in writing. With proven presentation experience.	E
7. Proven ability to negotiate, influence and develop strong working relationships both internally and externally.	E
8. Proven ability to research, plan, organise and monitor own activity (including developing crime trends, community safety issues relating to the built environment) to meet daily, local and organisational goals.	E
9. IT Literate including proficient use of Microsoft Word, Excel and PowerPoint and willingness to learn confidential TVP systems.	E
10. Proven skills and experience in architectural design.	E
11. Relevant Crime Prevention experience including knowledge of crime prevention methods and security issues, including Counter Terrorism Protective Security, and understanding of hardware and materials relating to CP techniques.	D
12. Knowledge of current legislation impacting on planning, community safety and designing out crime, particularly linked to ASB.	D

Problem Solving: All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

<i>The problems that have to be dealt with in carrying out this role include:</i>
1. Required to challenge developers/architects and negotiate compliance with the principles of Secured by Design etc and will often encounter opposition or reluctance. Regarding the processes utilised to carry out the role, there are a number of problem solving principles/models – e.g. SARA (Scanning, Analyse, Response & Assess), PAT (Problem Analysis Triangle), COPS (crime opportunity profiling for streets). There is also extensive legislation, national guidance, planning

Job Title: Crime Prevention Design Advisor	
Job Evaluation Number	B552

policies and Codes of Practice for use by Police and other stakeholders.

2. They are able to draw upon their own experience and specialist knowledge and that of the team members. A robust line management structure will ensure support to each individual. In terms of day to day Health & Safety issues, e.g. visits to premises, driving etc there exists a generic risk assessment matrix.

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

The role involves the following planning activities:

1. Work to strict timescales & deadlines set by Planning Authorities. Responses to applications are required within 21 days or sooner. There can also be requirements for short notice turnarounds or appeals, the latter requiring requests to attend hearings. Given the workload and greater geographical area of responsibility of the post holder, it is expected that daily activities and commitments will be carefully planned in order to maximise efficiency/minimise travelling.

Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. Work independently with minimal supervision. A generic Health & Safety risk assessment exists to cover working practices. The principles employed by the role holder are underpinned by a variety of legislation and based upon the ACPO owned Secured by Design standards. A Service Level Agreement exists between the Crime Prevention & Reduction Team (under Neighbourhood Policing & Partnerships) and the LPA Commanders.

Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

1. The ability to effectively negotiate and influence stakeholders in the planning process are key attributes of the role holder. Dealing with architects, planning officers etc over the telephone, via email, in written reports and face to face requires a dynamic and professional approach in order to promote not only the credibility of the individual and their recommendations, but the credibility of the force. Accordingly they require an excellent knowledge of and passion for their subject.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:

1. Required to produce detailed written reports; address a spectrum of partners/professional bodies; communicate electronically with colleagues/stakeholders. A high standard of communication is expected in order to maintain the credibility of the individual/force.