

## Kent County Council Job Description

<b>Job Title</b>	<b>Assistant Director Contest and Serious Organised Crime</b>
<b>Directorate</b>	<b>ASCH</b>
<b>Unit/Section</b>	<b>Prevent</b>
<b>Grade</b>	<b>KSM</b>

### Job Purpose

Lead, manage and develop all aspects of the Contest Strategy and Prevent Duty for KCC as defined by the Counter Terrorism and Security Act 2015.

Lead, manage and develop all aspects of Serious Organised Crime (SOC) elements as identified within the SOC project.

### Accountabilities

1. Lead, direct and manage KCC's Contest, Prevent, Channel and Serious Organised Crime activity across the county, primarily via partnership working internally across all Directorates and externally with partner agencies, in accordance with priorities identified in the Kent Prevent action plan and other relevant local and national strategies. This includes chairing the KCC Prevent Cross Directorate Group and KCC SOC Cross Directorate Groups.
2. Co-ordinate the work of the Kent and Medway Prevent Duty Delivery Board (PDDB), the strategic Board overseeing all Prevent activity in Kent, chaired by Corporate Director Adult Social Care and Health.
3. Lead the Prevent funded work for KCC and Medway Unitary through significant and effective partnership working including attendance at confidential briefings in relation to counter terrorism risks, threats and vulnerabilities. This will include reporting requirements back to Home Office in accordance with the grant conditions. Also provide confidential briefings to KCC Chief Executive and Leader as required.
4. Line manage the Prevent team and Serious Organised Crime team..

5. Deliver training and awareness on Prevent and Channel to KCC staff, schools and other partner agencies as required.
6. Chair the multi-agency Kent and Medway Channel Panel, recognising the importance of applying Home Office guidelines to manage referrals, actions and intervention plans. This will involve significant partnership working with Homeland Security Group (Home Office), Counter Terrorism Policing South East and Kent Police.
7. Strategic lead for emergency planning in relation to Protect and Prepare strands of Contest Strategy and be the KCC incident coordinator for terrorism related incidents.
8. Promote managerial responsibility for cross-organisational team working, as well as across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.
9. Deliver all services to reflect the County Council's Safeguarding policies and procedures and work to support other services and directorates in the safeguarding of adults and children and young people.
10. Report to KCC Policy and Resources Committee, Corporate Management Team, Kent Adult Safeguarding Board, Kent Childrens Safeguarding Board (KSCB), Kent Community Safety Partnership, Health and Wellbeing Board, Kent Joint Chief Meeting and other strategic boards as required to update on the progress, developments, performance and outcomes, of Prevent and Channel in Kent.
11. Sustain and improve the overall reputation of the Council and act in the best interests of Kent through effective representation of KCC on local, regional and national bodies as required.
12. The postholder will be required to be vetted to security clearance (SC) level

## Kent County Council Person Specification

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<b>Qualifications</b>	<p>Qualified to level 5 Diploma (or equivalent) or degree level with relevant professional and management experience.</p> <p>Completion of Kent Manager within required timescales if a requirement of current role.</p> <p>Evidence of continuing professional development.</p>
<b>Experience</b>	<p>Significant experience and successful track record of senior management in local government and/or other large and complex organisation.</p> <p>Strategic management experience within a criminal justice service or adult/childrens service, demonstrating a thorough understanding of responsibilities with respect to crime prevention, safeguarding, MAPPA, counter terrorism and serious organised crime (SOC).</p> <p>Experience of operating within a political environment</p> <p>Management of contracted out services</p> <p>Responsibility for managing significant budgets</p> <p>Experience of policy formulation, implementation and review</p>
<b>Skills and Abilities</b>	<p>Able to establish strong positive relationships across the Service at all levels, including a relationship of credibility and trust with elected Members</p> <p>Highly competent in use of relevant IT software and systems</p> <p>Able to analyse, interpret and report on Prevent, Channel and SOC management information</p> <p>Able to establish strong positive relationships across partner organisations that command professional confidence and enable effective delivery of services</p> <p>Able to demonstrate effective motivational leadership, including a positive attitude to change in order to maintain and develop integrated services for young people in a constantly changing environment</p> <p>Able to demonstrate a high level of personal resilience</p>

	<p>Highly developed communication and presentation skills</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day, evenings and weekends.</p>
<b>Knowledge</b>	<p>Comprehensive knowledge of policy developments at a national and local level in relation to counter terrorism, SOC, education, safeguarding and wider children and young people's issues</p> <p>Extensive knowledge and experience of staff recruitment and management</p>
<b>Behaviours and Kent Values</b>	<p><b>Kent Values:</b></p> <p>We are brave. We do the right thing, we accept and offer challenge. We are curious to innovate and improve. We are compassionate, understanding and respectful to all. We are strong together by sharing knowledge. <u>We are all responsible for the difference we make.</u></p>