

# Oxford City Council

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## Career Opportunity

<b>Job Title</b>	<b>Anti-Slavery Coordinator</b>
<b>Job reference</b>	<b>001974</b>
<b>Service Area / Directorate</b>	<b>Regulatory Services and Community Safety</b>
<b>Salary and Grade</b>	<b>G8: £40,696 to £41,679 per annum - (pro rata for part time)</b>
<b>Contract</b>	<b>Two-year Fixed Term</b>
<b>Hours per week</b>	<b>37 on a 5 in 7 contract which may include working some weekends and bank holidays</b>
<b>Location</b>	<b>Work from home/ Oxford - St Aldate's Chambers</b>

### The role

Oxford Community Safety Partnership has identified tackling modern slavery and exploitation as a priority for the City, a priority shared with the other Oxfordshire partnerships. This agenda is supported by the Oxfordshire Anti-Slavery Network.

As the successful post holder you will lead the post-pandemic work to refresh and refocus our efforts on identifying and tackling exploitation in Oxfordshire. Key areas of work include the on-going understanding of how exploitation risks have changed, coordination of training, leading our communication plans, working closely with partner organisations and developing relationships with communities. In addition, advising and coordinating responses to cases across Oxfordshire.

You will be working in a partnership environment, working closely with the Thames Valley Police Modern Slavery Co-ordinator & Tactical advisor. You will be a member of the Oxfordshire Modern Slavery Strategy Group and Oxfordshire Anti-Slavery Network, provide support to all Oxfordshire Community Safety Partnership, and provide regular updates to the Oxfordshire Safer Communities Partnership.

### About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted

travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

## How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit [www.oxford.gov.uk](http://www.oxford.gov.uk)

If you are unable to access our website please call **01865 252848**.

**Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history.

**Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For this role the successful applicant will be expected to do a combination of working in Oxford and from home. Therefore applicants should ensure that they have reliable and secure wifi access at home; a suitable workspace and are prepared to undertake distance learning and training.**

**Closing Date:** 31 October 2021

Late applications will not be processed

**Interview Date:** 10 November 2021 / 11 November 2021

For an informal discussion about the post please contact Richard Adams on 01865 252283.

### We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from ethnic minority and other underrepresented groups. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.



## Role Profiles

### Role information

<b>Job Title</b>	<b>Anti-Slavery Coordinator</b>	<b>Position No.</b>	<b>HR use only</b>
<b>Position type</b>	<b>Fixed Term</b>	<b>Hours per week</b>	<b>37 on a 5 in 7 contract which may include working some weekends and bank holidays</b>
<b>Grade and Salary Range</b>	<b>G8: £40,696 to £41,679 per annum - (pro rata for part time)</b>		
<b>Location</b>	<b>Oxford</b>		
<b>Service Area / Directorate</b>	<b>Regulatory Services and Community Safety</b>		
<b>Responsible To</b>	<b>Community Safety Service Manager</b>	<b>No. of employees</b>	<b>0</b>
<b>Budget (£)</b>	<b>Circa £10K</b>	<b>Assets</b>	<b>0</b>
<b>Rehabilitation of Offenders Act 1974</b>	<b>Exempt</b>	<b>Additional Screening</b>	<b>N/A</b>
<b>Candidate Screening</b>	<b>Enhanced DBS Certificate inc Barred List Adults and Children</b>		
<b>Political Restriction</b>	<b>This post is not politically sensitive</b>		

### Role purpose

- To coordinate and deliver Oxford Community Safety Partnership's plans to address modern slavery including human trafficking, sex working and exploitation.
- To deliver training as required on modern slavery typologies.
- To work closely with neighbouring Community Safety Partnerships and countywide partnerships to develop and coordinate the interventions contained in the Oxfordshire Modern Slavery Delivery Plan.
- To work with local communities to gain insight and develop interventions to address modern slavery.

### Role responsibilities and main duties

This includes

- Develop and implement the Community Safety Partnership's action plans on modern slavery including sex working.
- To work with Thames Valley Police and other stakeholders to provide the Modern Slavery Strategic Group and Community Safety Partners with an understand of the nature of modern slavery in Oxfordshire.
- To train staff on policies and procedures relating to human exploitation.
- Work within the multi-agency teams involved in safeguarding children and adults when necessary.

- Provide on request briefings to key stakeholders including the Safer Oxfordshire Partnership, Oxfordshire Community Safety Partnerships, the Anti-Slavery Network, Oxfordshire Modern Slavery Partnership and the Thames Valley Police Anti-Slavery Coordinator and Tactical Advisor.
- Work closely with the local children and adult safeguarding boards in the delivery of interventions to tackle human exploitation.
- Support the implementation of projects, particularly in liaison with the voluntary sector, that tackle modern slavery and support victims.
- Chair the Sex Workers Intervention Panel to coordinate the support for sex workers.
- Develop a system to coordinate, advise and oversee responses to modern slavery and exploitation cases across Oxfordshire.
- Run communication campaigns and conferences as and when necessary.
- To develop new relationships and support existing partners, agencies and community groups in the field of modern slavery.
- To work alongside the community to gain insight and create solutions that address modern slavery.
- To lead the development and implementation of work practices that are compliant in terms of:
  - GDPR
  - Reporting any safeguarding issues as they arise in accordance with the Council's Safeguarding policy, and ensuring the appropriate risk assessments and actions are put in place.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

## Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Excellent people-management skills, particularly around vision setting, agreeing objectives and action plans.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of working with customers and/or communities, dealing with them compassionately and empathetically, and an understanding of the issues facing modern slavery victims.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Extensive knowledge and experience of activities and partner organisations involved in the field of modern slavery.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong understanding of embedding Equalities and Diversity and the importance of this in the context of the role.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of building relationships with partner organisations and community members to deliver positive outcomes.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable of child and adult safe-guarding responsibilities.	✓	✓	<input type="checkbox"/>	✓
Experience of delivering training programmes.	✓	✓	<input type="checkbox"/>	✓
A good understanding of the GDPR and how this would relate to functions which the Council carry out.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

**Desirable Criteria****A I T D**

	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
Experience of working with local councillors	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of relevant legislation.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of multi-agency case management forums.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

**Notes to candidates**

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.