

City of Wolverhampton Council

Job Description

Job title:	Domestic Abuse Specialist
Directorate:	Families
Service:	Public Health and Wellbeing
Location:	Civic Centre or any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Principal Public Health Specialist
Grade:	Grade 7

Job Purpose and Role:

The Public Health (Communities) team focuses on enhancing individual and community capabilities to create healthier places and reduce health inequalities through evidence-based practice. This includes taking a whole-system community-centred and asset-based approach to increasing people's choice and control over their health and lives. The team encompasses a broad range of functions covering inclusion health, migration and community safety.

As the Domestic Abuse Specialist, the postholder will work under the general guidance of the Principal Public Health Specialist and will take a lead role in several areas of the domestic abuse portfolio at any one time.

The Domestic Abuse Specialist will provide advice and support to City of Wolverhampton Council and Wolverhampton Domestic Abuse Strategic Partnership Board (DASPB) and its constituent member organisations on the prevention and reduction of domestic abuse, as per the definition provided by the Domestic Abuse Act 2021.

The postholder will take a key role in ensuring that relevant Local Authority statutory obligations are met using evidence-based guidance and best practice. They will also promote connection and collaboration, working across the Local Authority and with partners in the statutory, voluntary and community sectors within a complex multi-agency environment.

This is a challenging and diverse role working across organisations at all levels. The Domestic Abuse Specialist will be directly involved with developing, implementing and reviewing the City Domestic Abuse Partnership Strategy, and designing, commissioning and evaluating services and initiatives to respond to domestic abuse and prevent it from happening in the future.

The postholder will be a key contributor to the wider priorities of the team, working in a matrix arrangement as required, to maximise the reach and impact of their knowledge base and networks.

Key Duties and Responsibilities

1. To lead on identified areas of the strategic response to domestic abuse on behalf of City of Wolverhampton Council and Wolverhampton Domestic Abuse Strategic Partnership Board.
2. To assist in ensuring that the Local Authority and Wolverhampton Domestic Abuse Strategic Partnership Board is meeting any relevant statutory requirements in relation to domestic abuse e.g. Domestic Abuse Act 2021 (Part 4), Domestic Violence, Crime and Victims Act 2004 (Section 9) etc.
3. To develop and further strengthen partnership working arrangements with relevant external and internal partners to ensure an effective and connected city-wide response to domestic abuse.
4. To contribute to the development, implementation and review of the Wolverhampton Domestic Abuse Partnership Strategy (five-year cycle).
5. To monitor and report on the progress and outcomes of strategy and policy implementation making recommendations for improvement as required.
6. To contribute to the various stages of the commissioning cycle to ensure solutions reflect and support existing needs and address emerging needs; taking into account causes of inequalities and impact of intersectionality in relation to domestic abuse.
7. To undertake contract monitoring duties in relation to commissioned services to ensure quality and effective provision is in place.
8. To develop and coordinate a Domestic Abuse Stakeholder Forum which operates as a robust and cohesive partnership who can identify, address and respond to issues relating to domestic abuse, driving forward improvements and increasing awareness of hidden domestic abuse crimes.
9. To lead working / task and finish groups, and to represent the Local Authority on inter-agency groups as required.
10. To contribute to domestic abuse policies for the Local Authority, considering the impact of legislative changes.
11. To coordinate and contribute data, both qualitative and quantitative, towards the DASPB performance framework and relevant actions plans.

12. To keep abreast of and maintain expert knowledge of; national legislation, guidance and policy initiatives where these may affect local delivery and responses to domestic abuse.
13. To prepare and present written reports and make presentations to a wide range of audiences, both internal and external, adjusting language and approach to reflect audience requirements.
14. To input into and coordinate partnership responses to national and regional policy and legislative consultation, and funding bid opportunities.
15. To develop, deliver and evaluate multiagency training to raise awareness, improve practice and share knowledge and learning.
16. To influence and strengthen community action by empowering communities through evidence-based approaches to preventing domestic abuse.
17. To input into Multi Agency Risk Assessment Conference (MARAC) governance and processes as required.
18. To contribute to the preparation of Domestic Homicide Reviews, including attendance at panel.
19. To work with partners to ensure that the voices of victims (including children), perpetrators and their families, and relevant stakeholders are incorporated into Wolverhampton's response to domestic abuse on an on-going basis in the planning, designing and co-production of strategy, policy and services.
20. To lead key elements of engagement and consultation activities associated with local domestic abuse strategic priorities. This includes the development of consultation materials, delivery of community engagement and consultation events, and analysis and reporting of findings.
21. To lead on public campaigns to raise awareness and increase reporting of domestic abuse.
22. To facilitate the collation and response to Freedom of Information requests relating to domestic abuse.
23. To support implementation of Regional Domestic Abuse Standards and other regionally based initiatives and good practice.
24. To deputise for the Principal Public Health Specialist as required.
25. To make effective use of Council IT systems to monitor and support delivery.
26. To act in accordance with the Council's Constitution and other Codes of Conduct.
27. To participate in staff development, appraisal and training as appropriate, including continuous professional development.

28. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
29. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
30. To participate in the wider development of the service and contribute to service improvement as required.
31. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
32. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
33. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:.....

Signature of Post Holder:.....

City of Wolverhampton Council

Personnel Specification

Job title: Domestic Abuse Specialist

Factors	Essential	Desirable	How identified
Qualifications	Educated to degree level or equivalent in a relevant discipline or equivalent relevant experience.	Specialist qualification in Domestic Abuse e.g. IDVA. Recognised project management qualification e.g. Prince2 or equivalent.	Application Form
Training	A clear commitment to continued professional development.		

<p>Experience</p>	<p>Significant experience of working in / with specialist domestic abuse related services and agencies providing services to victims (including children) and / or perpetrators of Domestic Abuse.</p> <p>Proven experience of developing effective partnerships across organisational boundaries to achieve mutually beneficial objectives.</p> <p>Experience of contributing to the development, implementation and review of strategies and plans within a multi-agency / partnership environment.</p> <p>Experience of inputting into public sector commissioning processes.</p> <p>Proven experience of designing, delivering and evaluating multi-agency training.</p> <p>Experience of arranging and delivering public health / community safety related campaigns and awareness events.</p> <p>Experience of working within a performance framework, with the ability to progress actions and support delivery against strategic outcomes.</p>	<p>Experience of working in a Local Authority</p> <p>Experience of contributing to Domestic Homicide Review processes</p>	<p>Application Form</p> <p>Interview</p> <p>Test</p>
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Factors	Essential	Desirable	How identified
	Experience of building productive working relationships with equivalent officers within neighbouring authorities.		
Special Knowledge/Skills	<p>Knowledge of current relevant legislation and statutory duties, responsibilities, and best practice in the field of domestic abuse.</p> <p>Working knowledge of the RESPECT standards relating to Domestic Abuse.</p> <p>Understanding of the causes of inequalities and impact of intersectionality in relation to domestic abuse.</p> <p>Ability to work with partner organisations and internal departments to ensure the approach to domestic abuse is coordinated effectively.</p> <p>Knowledge and understanding of Domestic Homicide Reviews or equivalent statutory review processes.</p> <p>Excellent interpersonal, written and verbal communication skills.</p> <p>Proven negotiation, networking and influencing skills.</p>	<p>Understanding of the geographical and demographic profile of Wolverhampton</p> <p>Knowledge of local government democratic processes.</p>	<p>Application Form</p> <p>Interview</p> <p>Test</p>

Factors	Essential	Desirable	How identified
	<p>Excellent planning and organisational skills with proven ability to manage competing priorities within a fast-paced environment to ensure deadlines are met.</p> <p>Proven ability to collect, analyse, use and present complex information for different audiences.</p> <p>Awareness of and commitment to confidentiality and sensitive data handling.</p> <p>Understand structures, functions and responsibilities of Local Community Safety Partnerships in relation to domestic abuse.</p> <p>Ability to use the internet and e-mail with advanced skills in the use of Microsoft Office packages including Outlook, Word, Excel and PowerPoint.</p>		
Personal Qualities	<p>Act with authority and credibility as a subject matter expert.</p> <p>Strategic thinker with the ability to produce innovative, creative solutions to complex problems.</p>		<p>Application Form</p> <p>Interview</p>

Factors	Essential	Desirable	How identified
	<p>Confident, empathetic and engaging communicator.</p> <p>Able to maintain a consistently high level of attention to detail.</p> <p>Positive team member who supports other team members to achieve shared goals and targets.</p> <p>Tenacity and tact.</p> <p>Able to work on own initiative.</p>		
Interests and Motivation Relevant to job	<p>Commitment to reducing inequalities.</p> <p>Motivation to raise awareness of, reduce and prevent Domestic Abuse in all forms for all victims.</p>		<p>Application Form</p> <p>Interview</p>
Commitment	<p>Ability to work flexible hours; outside standard working hours if required.</p> <p>Ability to travel across the city as required.</p>		<p>Application Form</p> <p>Interview</p>