



Comisiynydd  
yr Heddlu a  
Throseddu  
De Cymru

South Wales  
Police  
and Crime  
Commissioner

## OFFICIAL SWYDDOGOL

### Role Profile

<b>Role Title:</b>	Violence Prevention Project and Policy Support Officer
<b>Grade:</b>	6/SO1
<b>Responsible to:</b>	Policy Officer – Violence Prevention and Reduction Unit
<b>Liaison with:</b>	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
<b>Required Vetting Level:</b>	MV/SC – Management Vetting and Security Clearance
<b>Date Published:</b>	June 2025

<b>Role Purpose</b>	<p>The Violence Prevention Project and Policy Support Officer will play a key role in supporting the Violence Prevention and Reduction Unit (VPRU) to deliver its programme of work, which aligns with the Police and Crime Commissioner's Police, Crime and Justice Plan (2025–2029), and the South Wales Violence Prevention and Reduction Strategy.</p> <p>The post holder will provide high-quality, proactive project, policy and monitoring support to the head of the VPRU, the Senior Policy Officer and the broader VPRU, enabling effective coordination and reporting across a range of violence prevention, early intervention, and place-based safety activity.</p> <p>They will also support the delivery and monitoring of the Hotspot Action Fund, which funds targeted interventions in high-harm areas, and contribute to the Commissioner's wider work on community safety, neighbourhood and community confidence, and tackling antisocial behaviour. This includes supporting partnership activity and reporting against a number of grants, including supporting with monitoring requirements.</p> <p>The role involves working with a wide network of multi-agency partners to support implementation, governance, and insight-sharing across local Violence Prevention Boards, community safety forums, and other collaborative structures.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Support stakeholder engagement, including with those with lived experience</li><li>• Facilitate joined-up working across local authorities, police, education, health and the third sector</li><li>• Support the planning, coordination and delivery of VPRU projects and funded interventions</li><li>• Support the monitoring of delivery progress against agreed objectives, timescales and budgets</li><li>• Assist with drafting of briefings, reports, business cases and policy papers to support strategic decision-making</li><li>• Give advice and guidance to customers, on the phone, face-to-face and electronic, on related area of work following standard procedures</li><li>• Investigate problem/issue(s) and provide appropriate solution(s)</li><li>• Provide adequate support to users as directed</li></ul>

	<ul style="list-style-type: none"> <li>• Provide support and guidance to the Commissioner's Team and develop strong, sustainable links with partner agencies to assist in the delivery of the Police Crime and Justice Plan</li> <li>• May involve interacting with and pro-actively supplying information to partners and stakeholders</li> <li>• May involve taking and/or advising on appropriate action within remit</li> <li>• May involve responding to escalated queries from partners, stakeholders and members of the public</li> <li>• Provide logistical and administrative support to partnership meetings and strategic forums, including preparation of agendas, minutes and action tracking</li> <li>• Put administrative systems in place to monitor assess and improve standards and information when necessary</li> <li>• To undertake associated administrative duties</li> <li>• Quality- assure administrative duties of the team</li> <li>• Provide secretariat support when required</li> <li>• Plan and organise allocated own work</li> <li>• Co-ordinate with other team members</li> <li>• Contribute to departmental subject/functional/unit plan</li> <li>• Develop and implement sub project plans</li> <li>• Develop and agree a course of action covering the short and medium term</li> <li>• To organise and schedule events/meetings as directed</li> <li>• May monitor and allocate workload and monitor performance</li> <li>• Coach and mentor others</li> <li>• Adapt and refine work practices and procedures in own area</li> <li>• To follow, create, amend, improve and quality assure processes for use by self and others</li> <li>• Ensure various transactions are processed</li> <li>• Undertake policy and literature research to support VPRU and community safety activity</li> <li>• Collate and present data and insight from multiple sources to inform decision-making</li> <li>• Assist in gathering feedback from communities, professionals and young people</li> <li>• To undertake research on legislation/ complex/ sensitive/ contentious specific subject matters, this would include public consultation/engagement.</li> <li>• Present recommendations</li> <li>• Gather and analyse information and provide results for further analysis</li> <li>• To carry out investigations of relevant problems, queries and/or situations</li> <li>• Follow-up enquiries as directed</li> <li>• Operate and maintain systems for tracking delivery outputs and partner reporting</li> <li>• Ensure all activities are compliant with data protection and relevant legal frameworks</li> <li>• Identify risks within own remit</li> <li>• Identify controls to mitigate risks and inform</li> <li>• Comply with legislation</li> <li>• To present a positive image and service to both internal and external customers</li> </ul>
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	<ul style="list-style-type: none"> <li>• Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service</li> <li>• Maintain confidentiality in relation to data protection issues and Management of Police Information (MOPI) standards</li> <li>• In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</li> </ul>
<b>Qualifications &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Must have a good standard of education to at least GCSE A-C Level, including Maths and English, or be able to demonstrate equivalent skills and abilities.</li> </ul>
<b>Skills</b>	<p><b>Essential Demonstrable Experience:</b></p> <ul style="list-style-type: none"> <li>• Must have experience of project working and / or policy support</li> <li>• Must have the ability to support project management, including use of Gantt charts and monitoring tools</li> <li>• Strong written and verbal communication skills</li> <li>• Must be computer literate and proficient in Microsoft applications</li> <li>• Must have negotiating and influencing skills</li> <li>• Must possess good organisational skills</li> <li>• Must have an understanding of the importance of public engagement and how this can drive continuous improvement</li> <li>• Must have excellent written and verbal communication skills</li> <li>• Must demonstrate the ability to research, collate, analyse and disseminate information</li> <li>• Must be able to develop, monitor, implement systems and procedures and maintain quality standards</li> <li>• Must be able to demonstrate application / experience in some or all of the following areas: <ul style="list-style-type: none"> <li>○ Policy support and development</li> <li>○ Project Management Principals</li> <li>○ Partnership landscape across South Wales</li> </ul> </li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Welsh Language Level 2 – Can understand the essence of a conversation, convey basic information, contribute to meetings, transfer telephone calls and respond to simple requests in Welsh. Also introduce oneself and others by name, role, and location/organisation.</li> </ul>
<b>Personal Qualities</b>	<p><b>Serving the Public</b></p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Ensures that all staff understand, expectations, needs and concerns of different communities and strive to address them</p>

Builds public confidence by actively engaging with different communities, partners and stakeholders  
Identifies the best way to deliver services to different communities  
Understands partners' perspectives and priorities and works in tandem with them to deliver the best possible overall service to the public, building public confidence

### **Professionalism**

Acts with integrity, in line with values of the Police Service  
Acts on own initiative to address issues, showing energy and determination to get things done.  
Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially challenging situations  
Upholds professional standards, acting a role model to others and challenging unprofessional conduct or discriminatory behaviour  
Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required

### **Leading Change**

Positive about change, adapting to changing circumstances and encouraging flexibility in others  
Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas  
Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives  
Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge

### **Leading People**

Inspires people to meet challenging goals, maintaining the momentum of change.  
Gives direction and states expectations clearly  
Talks positively about policing, creating enthusiasm and commitment  
Motivates staff by giving genuine praise, highlighting success and recognising good performance  
Gives honest and constructive feedback to help people understand their strengths and weaknesses  
Invests time in developing people by coaching and mentoring them, providing developmental opportunities for staff and encouraging them to take on new responsibilities

### **Managing Performance**

Translates strategy into specific plans and actions, effectively managing competing priorities with available resources  
Takes a planned and organised approach to achieving objectives, defining clear timescales and outcome  
Identifies opportunities to reduce costs and ensure maximum value for money is achieved  
Demonstrates forward thinking, anticipating and dealing with issues before they arise  
Delegates responsibilities appropriately and empowers other to make decisions

Monitors progress and hold people to account for delivery, highlighting good practice and effectively addressing underperformance

### **Decision Making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations  
Considers a range of possible options, evaluating evidence and seeking advice where appropriate  
Makes clear, timely, justifiable decisions, reviewing these as necessary  
Balances risk, cost and benefits, thinking about the wider impact of decisions  
Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest

### **Working with Others**

Builds effective working relationships with people through clear communication and collaborative approach  
Maintains visibility by regularly interacting and talking with people  
Consults widely and involves people in decision making, speaking to people in a way they understand and can engage with  
Treats people with respect and dignity regardless of their background or circumstances promoting equality and the elimination of discrimination  
Treats people as individuals, showing tact, empathy and compassion  
Sells ideas convincingly, setting out the benefits of a particular approach and striving to reach mutually beneficial solutions  
Expresses own views positively and constructively and fully commits to team decisions

### **Openness to Change**

Positive about change, responding flexibly and adapting to different ways of working  
Finds better, more cost effective ways to do things, making suggestions for change  
Takes an innovative and creative approach to solving problems Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge

### **Service Delivery**

Understands the organisation's objectives and priorities and how work fits into these  
Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes  
Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well  
Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate

**NOTE:**

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989. The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities. The areas of work are determined by the priorities set by the Police and Crime Commissioner as such the portfolio areas may be amended or refocused to align to these priorities. All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All individuals of the Office of the South Wales Police and Crime Commissioner must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

**Method of Assessment**

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	<b>Shortlisting</b>
Qualifications	✓
Skills	✓
Knowledge	✓
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Openness to Change	✓
Personal Quality – Service Delivery	✓
Personal Quality – Decision Making	✓
Personal Quality – Working with Others	