

Job Description

Job Title	Domestic Abuse Partnership & Commissioning Officer
Directorate	Adult Social Care and Health
Service Area	Commissioning; Prevention & Early Intervention
Grade	7
Competency Level	2
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Please outline level of check or state if not required
Job Evaluation Ref No	

Job Purpose

To support the Council to meet its statutory duties as per the Domestic Abuse Act 2021.

Directly Responsible For:

Not applicable

Directly Responsible To:

Strategic Commissioning Manager, Prevention & Early Intervention

Main Areas of Responsibility:

- Develop and support effective partnership and joint working within the Council and with the City Council's key external partners including other Local Authorities, private and voluntary sector and local communities
- Support the Liverpool Domestic Abuse Partnership Board strategic ambitions within the Partnership Domestic Abuse Strategy 2024-2027
- Support the continued development of the voice of victim survivors, including the voice of the child
- Liaise with analysts and officers across partners organisations to co-ordinate a thorough assessment of need within the city
- Work with commissioners to establish any requirements for services as a result of the Domestic Abuse Act and assessment of need
- Research best practice relevant to the service area and identify how it can be implemented locally
- To assist or lead in developing and implementing commissioning strategies relevant to the service area

- Support the development and delivery of the Partnership Domestic Abuse Strategy, including the Safe Accommodation Strategy
- To provide or assist in the provision of briefings and reports and updating project plans as required
- To co-ordinate stakeholder events or conferences, as required
- To respond to and advise on queries from partners, both internal and external
- To undertake any other duties that are commensurate with the grade of the post

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor DA new burdens fundings and associated spending plans, including reporting back to government on grants as required

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree/formal qualification in related disciplines or equivalent related experience (A)
- Evidence of continuous personal development related to domestic abuse or a related discipline (A)

Experience

Essential

- An informed knowledge of domestic abuse issues affecting people in Liverpool and the services available to support people experiencing domestic abuse (A/I)
- Experience of working with partners, both internal and external, identifying needs and translating into delivery and achievement of outcomes (A/I)
- Knowledge of the Domestic Abuse Act 2021 and related legislation (A/I)

Desirable

- Experience working in a complex multi-functional organisation
- Experience of developing/working within effective governance structures
- Understanding of the Homeless Reduction Act and related legislation
- Understanding of VAWG, including local strategic approaches
- Experience of working with and reporting progress to external funding bodies and/or national government departments
- Experience of monitoring budgets and providing reports
- Experience of working with the independent and third sector

Skills/Abilities

Essential

- Awareness of the national and local policy context of domestic abuse (A/I)
- Good written and oral communication skills, including organisational, negotiation and inter-personal skills and the ability to articulate complex issues simply and effectively (A/I)
- Strong analytical and problem solving skills (A)

Desirable

- Have an adaptable and flexible approach to work/working arrangements, including working independently
- Ability to operate effectively within tight timescales, financial constraints and a demanding working environment
- Ability to develop and promote partnership working within the voluntary sector and with other key stakeholders and partners, including Council Directorates
- Ability to organise and coordinate events/conferences

- Ability to negotiate and influence, produce clear, concise minutes/reports/briefings in variety of formats

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (LCC)
- An understanding and personal commitment to LCC's equal opportunity and diversity policy

Other

Essential

- An ability to fulfil all spoken aspects of the role with confidence through the medium of English (I)

Desirable

- Ability to work effectively with managers and staff at all levels, quickly establishing and building effective working relationships
- Frequent requirement for concentration and close attention to detail
- Encourages and supports new and more effective ways of working
- Communicates in an effective, efficient and respectful manner