

<b>EXETER CITY COUNCIL</b>
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## Job Description

<b>DESIGNATION</b>	:	Business Crime Reduction Co-ordinator
<b>GRADE</b>	:	8 (24 hours per week)
<b>POST NO</b>	:	Contract to be reviewed August 2006
<b>DIRECTORATE</b>	:	Economy and Development
<b>UNIT</b>	:	
<b>RESPONSIBLE TO</b>	:	City Centre Manager
<b>SUPERVISORY RESPONSIBILITY FOR</b>	:	No staff
<b>LIAISON WITH</b>	:	Community Safety Partnership Co-ordinator Police

### PURPOSE OF JOB

To act as the central focus of Exeter's new Business Crime Reduction Initiative and to co-ordinate strategies to reduce business crime across the city.

### MAIN ACTIVITIES

1. Secure sustainable methods of funding the Co-ordinator's post.
2. Promote the positive benefits of the initiative, both within the business community and media.
3. Recruit new members.
4. Within the workings of a Data Exchange Protocol, develop lines of communication with local police and organise controlled dissemination of relevant information.
5. Manage an Exclusion Notice scheme.
6. Collate information and intelligence obtained from members.
7. Establish an efficient radio network for members and provide training.
8. Provide crime reduction advice as required.

9. Liaise with initiatives in other areas to identify best practice and establish data exchange.
10. Service the Steering Group and provide reports to it as required.

**DATE LAST UPDATED** May 2005

**EXETER CITY COUNCIL**  
**PERSON SPECIFICATION**

**ECONOMY & DEVELOPMENT DIRECTORATE**  
**CITY CENTRE MANAGEMENT**

**[\*DESIGNATION] - [\*POST NO]**

<b><u>SELECTION CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>QUALIFICATIONS</u></b>	✓	✓
<b><u>EXPERIENCE/KNOWLEDGE SKILLS</u></b>	Experience of partnership working. Experience of project management. Good communication skills, both written and oral. Good organisational skills.	Background in business management. And/or Background in crime reduction.  Understanding of Data Protection requirements.
<b><u>SPECIAL REQUIREMENTS/ATTITUDE</u></b>	A positive, enthusiastic approach.  Ability to work to deadlines.  Able to work under own initiative.  Able to prioritise and manage their working hours accordingly.	
<b><u>OTHER</u></b>	Must be able to maintain confidentiality	

**COMPLETED BY:** John Rigby/Gareth Twigg  
**DATE:** May 2005