

Administrator / Note Taker – Horsham (G5)

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Company: Nations Recruitment

Location: Enfield

Category: other-general

Job Category : Housing

Location : Enfield Council

Hours Per Week :35.00

Start Date : Immediate Start

Start Time : 09:00

End Time : 17:00

Salary: £21.00

We require candidates with ASB experience. Ideally 2 years plus experience

Knowledge and experience of the Anti-social Behaviour, Crime and Policing Act 2014

Using relevant tools and powers.

Experience of working within a local authority setting or housing association.

Experience of dealing with member enquiries and providing responses.

To work with residents of Enfield, including tenants, owner occupiers and local community groups to create a pleasant, safe and secure environment where they can live in peace, feel safe and be proud of where they live without fear. To receive reports of crime and ASB, respond within relevant timescales and record reports on ASB database. To contribute towards the ASB Team's overall performance by complying with agreed Key Performance Indicators and other relevant deadlines.

To manage complex cases of crime and anti-social behaviour of all priority levels regardless of tenure. To complete ASB risk assessments, to ensure effective risk management plans are in place for victims identified at a higher risk of harm. To use a variety of legal and

non legal remedies as part of interventions to deal with those engaged in anti-social behaviour and crime. To investigate and deal with issues including (but not limited to):

- Domestic Abuse
- Mental Health
- Hate Crime
- Child Sexual and Criminal Exploitation
- Vulnerable Adults
- Drug Attractor addresses
- Brothels
- Misuse of Public Spaces
- ASB and Crime on Housing Estates

To manage priority 1 level cases on behalf of council housing. To promptly challenge anti-social behaviour, working closely with relevant teams in Council Housing and other internal services and external organisations. To work with Police and other agencies to use a variety of legal and non-legal measures that are available to tackle crime and ASB reported in and around Enfield Council's social housing stock.

To follow policies and procedures when dealing with victims and perpetrators of anti- social behaviour. To refer high risk cases and locational issues to existing multi-agency panels ie CMARAC and PPSG.

To represent the ASB Team at case work management meetings relevant to Crime and ASB ie Domestic Abuse MARAC and Intergrated Offender Management Panel

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