

JOB DESCRIPTION

Job Title	Senior Anti-Social Behaviour Officer		
Service	Partnerships, Localities, and Culture - Community Safety		
Reporting to	Community Safety Manager		
Grade	11		
Evaluation ref:	TR0293	Job Family ref:	
Role Purpose			
<p>The Senior ASB Officer is responsible for leading investigations into antisocial behaviour across the County, working with homeowners, private landlords, tenants and within public spaces. The role coordinates multiagency responses to complex and high risk ASB cases, progressing matters through civil interventions such as injunctions, closure orders and Public Space Protection Orders. A strong emphasis is placed on reducing harm within communities through effective enforcement, alongside promoting community based resolutions and restorative justice where appropriate.</p> <p>In addition to managing their own caseload, the post holder provides specialist expertise, advice and operational support to ensure statutory duties are fulfilled and victims are safeguarded from significant risk. They act as the first point of escalation for the community safety team, offering supervision, mentoring and guidance while contributing to the development of policies, procedures and best practice. The role is central to the effective delivery of the community safety service, ensuring high quality case management, partnership working and consistent professional standards.</p>			
Accountabilities			
<p>Lead high risk and complex ASB investigations Take ownership of high risk cases such as cuckooing and County Lines activity, ensuring rapid safeguarding actions and co-ordinated responses with partners including Wraparound Services, Homelessness, Housing, and Victim Support.</p> <p>Manage and progress a specialist ASB caseload Independently investigate complaints, gather evidence, identify solutions, and progress civil or legal interventions (e.g. injunctions, closure orders, PSPOs) with minimal supervision from the Service Manager.</p> <p>Provide expert advice, guidance, and escalation support Act as the first point of escalation for Community Safety Officers, providing professional advice, problem solving support, and guidance on complex casework and ASB legislation.</p>			

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Ensure compliance with legislation, statutory duties, and enforcement processes

Apply relevant ASB, civil and criminal legislation; ensure all investigations, notices, and enforcement actions meet legal standards and are delivered within required timescales.

Collect and prepare evidence to legal standards

Gather evidence in accordance with PACE, prepare statements and case files, instigate legal proceedings, apply for warrants or court orders, and represent the Council in court, tribunals, appeals, and inquests.

Coordinate multiagency partnership work

Lead and maintain effective multiagency working, representing the Council in professional networks and local government settings, and ensuring joint problem solving approaches to community safety issues.

Monitor team performance and maintain accurate reporting

Support the Service Manager by monitoring team performance, ensuring high quality data recording, producing performance reports, and ensuring timely progression of all cases.

Develop and deliver training and capacity building activities

Design and deliver internal and external training to neighbourhood policing teams, housing providers, and other agencies on ASB legislation, court processes, and best practice.

Contribute to policy, procedure, and service development

Support the development, review, and implementation of policies, procedures, and best practice guidance, as well as contributing to staff development and ongoing in service training.

Support operational planning and team coordination

Assist the Service Manager in planning, managing, and coordinating the operational work of the team to ensure service delivery meets legislation, government guidance, Council policy, and performance requirements.

Management

To assist the Service Manager to plan, manage and co-ordinate the work of the Team to ensure services are delivered to the required standard in terms of legislation, government guidance and Council policies and performance requirement.



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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Demonstrable knowledge of community safety legislation and policy at a national to local level.	x	
Comprehensive knowledge of ASB legislation both Civil and Criminal.	x	
Ability to present complex information and reports in a concise and clear manner either orally or in writing.	x	
Understanding of systems and processes in Somerset designed to safeguard and keep people in the community safe.		x
Understanding of the essential nature of partnership working	x	
Knowledge of data analysis and reporting techniques.	x	
Understanding of the council's commissioning and procurement systems.		x
Familiarity with local government operations and regulations.	x	
Understanding of the role of prevention in promoting community safety.		x
Experience		
Proven experience in working in partnership with a range of agencies.	x	
Proven experience in managing complex projects.	x	
Demonstrated ability to work collaboratively with diverse teams.	x	
Experience in conducting risk assessments and developing mitigation plans.	x	
Experience of evaluating programmes,	x	
Experience of commissioning services and monitoring their performance against a robust framework.	x	
At least 2 years' experience working in anti-social behaviour or a closely linked field.	x	
Working knowledge of ASB powers and procedures.	x	
Experience of preparing case files and cases for court, presenting evidence where necessary.	x	

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Qualifications / Registrations / Certifications		
Degree or equivalent qualification in a community safety related subject or equivalent experience.	x	
Skills		
Excellent project management skills, including planning, execution, and monitoring.	x	
Strong analytical and problem-solving abilities.	x	
Exceptional communication and interpersonal skills.	x	
Ability to manage multiple priorities and meet deadlines.	x	
Proficiency in using project management software and tools.	x	
Strong facilitation and presentation skills.	x	
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. • There may also be a requirement to lone work for community site visits 		
Dimensions of the role		
<p>Due to the nature of ASB, occasional work outside normal working hours to attend meetings, carry out visits for monitoring and enforcement purposes will be required.</p> <p>The postholder will be required to travel across the County as and when service demand arises.</p>		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 12/03/2026