

Job Description

Job Title	Domestic Homicide Review Co-ordinator		
Directorate	Partnerships, Localities and Culture		
Reporting to	Community Safety Manager		
Grade	12		
Evaluation ref:	TR0211	Job Family ref:	
Role purpose			
Responsible for effective collaboration with relevant partners to co-ordinate all work relating to Domestic Homicide Reviews (including any joint DHR and Serious Case Reviews), including improve sharing of learning arising from DHRs. Through professional support to Somerset's Community Safety Partnerships leading to improvements in the co-ordinated community response to domestic abuse.			
Accountabilities			
Service delivery			
<ul style="list-style-type: none"> Responsible for development and maintaining of systems, procedures and working methods to maximise service quality, efficiency and effective compliance with statutory requirements. Providing data reports and analysis of DHRs to community safety managers and Safer Somerset Partnership to support dissemination of learning and improvement around both the DHR process and DHR recommendations Assisting the community safety management and partnership with the design and delivery of seminars/webinars and training opportunities linked to DHR recommendations 			
Planning and organising			
<ul style="list-style-type: none"> Responsible for leading projects and reviews within a defined area of work as directed by their manager to support and develop service delivery (DHRs). Co-ordination of the process for statutory DHRs. 			
Working with others			
<ul style="list-style-type: none"> Ability to effectively communicate as a key representative of the Council and the team. This will require excellent skills both written and orally with a large 			

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range of stakeholders, both from within the Council and across other agencies, both locally and from time to time nationally.

- Working in partnership with health, criminal justice and other statutory and voluntary sector organisations through attendance at DHR panel meetings.

Finance/resource management

- Assisting with monitoring the multi-agency pooled budget allocated to the commissioning of DHR independent chairs and report writers, including providing data reports and analysis to community safety managers and the Safer Somerset Partnership

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of DHRs and the statutory framework within which they sit.		X
Experience		
Have demonstrable relevant experience ability to handle sensitive and complex information.	X	
Be skilled and experienced in communicating and presenting effectively.	X	
Ability to manage a range of projects through to completion.	X	
Qualifications / Registrations / Certifications		
Be educated to degree or equivalent level.	X	
Skills		
Demonstrate an excellent understanding of the complexities of domestic abuse.	X	
Excellent computer literacy, and ability to use all MS Office, and ability to learn any case management systems that maybe used.	X	

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Have proven administrative skills, including excellent written and oral communication and interpersonal skills.	X	
Excellent negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals.	X	
Ability to understand, meet and exceed customer expectations.		X
- Ability to work on own initiative, with solution focused problem solving skills.	X	

Working Conditions

Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

- **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.

Dimensions of the role

Project Management

- Co-ordination of a programme of work for statutory reviews (DHRs) across the Safer Somerset Partnership/Somerset Domestic Abuse Board, working closely with statutory partner agencies together with voluntary and community sector agencies. This post holder will be the initial lead contact.
- The nature of Domestic Homicide Reviews means the post holder will have access to highly sensitive and potentially upsetting information on a frequent and ongoing basis.
- It is essential to the success of a DHR that there is sensitive and appropriate liaison with the family and friends of victims, and this role will be required to help ensure the independent chairs achieve the statutory requirements for a high quality DHR report.

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- Be able to prioritise a diverse workload and progress actions through to completion

Relationships

- No direct line management, however the postholder will be required to take responsibility for organising people for both panels and other key DHR activities such as scoping reviews, monitoring actions/ learning events
- Ability to effectively work with professionals at all levels, including senior managers and commissioned independent chairs

Competencies / attributes

- The role will be required to have a good understanding of and ability to interpret statutory guidance related to DHRs and wider domestic abuse policy, including the coordinated community response to domestic abuse.
- Competence in organisation of multiple projects (DHRs in this instance) at various stages of progress simultaneously
- Understanding of safeguarding adults and safeguarding children responsibilities
- Understanding of commissioning and contract management, so as to ensure any independent chairs are appointed following correct process, and are monitored effectively as per their contracts.

Working Arrangements

Hybrid – predominantly at home but office working maybe required (usually County Hall, Taunton)

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.