

City of Edinburgh Council job description

Post Title	Development Officer (Community Cohesion)
Directorate	Chief Executive
Service	Strategy
Responsible To	Strategy Manager (Communities)
Number of post holders	1 (temporary, funded until 31 March 2027)

Purpose of job

To act as the Council's lead officer for community cohesion within the broader work of the Edinburgh Partnership, supporting the Member/Officer Working Group and the Community Safety and Justice Partnership, and providing a coordinated, evidence-based approach to helping communities live well together.

The what – key tasks and job activities

- Act as the Council's lead contact for community cohesion, coordinating activity across services, the Community Planning Partnership and external partners.
- Support the Member/Officer Working Group as required.
- Develop and maintain a community cohesion workplan, including policy development and risk management.
- Build relationships alongside existing teams/colleagues with communities and stakeholders to understand needs and profile of cohesion work.
- Represent Community Cohesion work for the Council in the Community Safety and Justice Partnership.
- Produce robust evidence and insight to inform decisions, policy and resourcing.
- Identify, lead and support community cohesion-related projects, delivering outcomes on time and to a high standard.
- Research and apply best practice.
- Identify opportunities for continuous improvement in a complex, politically sensitive environment.
- Support work in areas across the team and community planning more broadly.

The how – knowledge and skills

- Working knowledge of community cohesion issues and the wider public sector context, applied to develop policy responses, often without established precedent.
- Diplomacy and sensitivity in managing competing priorities, community tensions and political interest.
- Ability to build trust with elected members, officers, community groups, police and partner agencies, including during periods of tension.
- Confidence representing the Council externally and advising elected members and senior management on sensitive matters.
- Strong analytical and communication skills, able to present complex information to varied audiences.
- Degree level or equivalent experience.

Environment – work demands and conditions

- Predominantly office based, with competing deadlines and some control over own workload.
- Occasional attendance at community meetings or events out with office hours.
- Regular engagement with sensitive, sometimes contested community issues, including in the aftermath of tension, requiring care in managing the emotional demands involved.

Supervision and management

- No direct line management responsibility currently.
- Project management responsibility for cross-Council and multi-agency working, including chairing or coordinating the Member/Officer Working Group.
- Expected to advise senior managers and partners diplomatically on cohesion priorities, and to build the trust needed to secure engagement from partners and communities.

Resources and responsibilities

- No direct budget responsibility; funded through the Housing and Homelessness Service prevention budget until 31 March 2027.
- Supports monitoring of resources allocated to cohesion projects, shared with the Strategy Manager for Communities, and other services/partners.

Additional information

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage or defects immediately to their line manager;
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy (<https://www.edinburgh.gov.uk/directory-record/1146127/health-and-safety-policy>).