



Job Description

Job Title:	Domestic Homicide Review (DHR) Coordinator
Department :	Domestic Homicide Review (DHR)
Grade:	5
Line Manager:	Domestic Homicide Review (DHR) Manager
Direct Reports:	N/A

Purpose of the role:

To offer coordination and project management support to ensure the successful delivery of Domestic Homicide Reviews (DHRs) in line with statutory guidance.

Main Responsibilities:

- Responsible for holding a number of DHR cases.
- Act as the lead contact for queries regarding specific DHR cases for panel members and relevant Community Safety Partnership Leads (CSP).
- Liaise with the CSP lead for each DHR case and ensure they are kept up to date with the progress of the review and/or any changes.
- To identify partner agencies to attend DHRs and liaise with CSP Leads and members of staff to secure membership.

- Liaise with CSP Leads, statutory and voluntary agencies, and local community groups to explain the DHR processes, collate information and chase for any outstanding material.
- Review all information provided by external agencies for review by the DHR Chairs. Support agencies with information requests including one-to-one IMR development training, reviewing, and providing feedback.
- Liaise with DHR Chairs and DHR Manager to monitor and update progress against each review case and ensure issues are escalated.
- Prepare and format various documents as required with the use of Standing Together templates and circulate papers ahead of meetings.
- Schedule panel meetings with DHR Chairs and CSP Leads ensuring all necessary arrangements.
- To produce minutes including agreed actions and circulate them to relevant agencies for all panel meetings and interviews.
- Proofread and provide quality assurance on Overview Reports to DHR Chairs around formatting and grammatical accuracy, citations, and research resources.
- Coordinate and attend interviews with the families and friends of victims and perpetrators, taking minutes and providing support to the DHR Chairs.
- Ensure that essential information of a sensitive and/or personal nature is not disclosed to or discussed with, inappropriate persons and that all information is maintained in accordance with Standing Together standards and policies.
- Maintain records and information for the purpose of internal and external monitoring and evaluation of DHR records.
- Offer support to the DHR manager with any ongoing research, reports or reviews of DHRs as required.
- Offer support to the DHR manager with the development and delivery of training on DHRs as required.
- Support the DHR manager and team with any ad hoc tasks or support as required.

External/Partnership Working

- Act as a professional ambassador for Standing Together in all aspects of work both within but also in any work requiring contact with partners, external contacts, etc.
- Apply positive and productive communication with external partners and stakeholders.
- Share any information drawn from external or partnership contact, with managers, other team members and the wider organisation as required.

Project Management

- Lead on coordination and project management of individual DHR cases, including provision of project monitoring data and monitoring/information to support effective team function and ensure the delivery of high standard DHRs.
- Share any information drawn from external or partnership contact, with managers, other team members and the wider organisation as required.

General responsibilities

- Operate within the organisation's scheme of delegation.
- Abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.
- Contribute to organisational development and positive change for the effective functioning and sustainability of Standing Together.
- Share information with colleagues (e.g. feedback from conferences and reports), working in a collaborative manner conducive to organisational effectiveness, development and strategic aims.
- Undertake all activities within a framework of best practice, commitment to excellence and quality standards.
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.
- Attend and participate in team and organisational staff meetings.
- Share information with colleagues (e.g. feedback from conferences and reports); keeping colleagues informed about issues arising from your work; consulting with colleagues
- Actively participate in Standing Together's development linking individual project learning with the wider organisation and sharing training, attendance at external meetings, et

- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.

Person Specification

- A thorough understanding of domestic abuse, its dynamics and its impact on survivors.
- An understanding of the coordinated community response (CCR) to domestic abuse and commitment to all aspects of partnership working to improve that response.
- A good understanding of safeguarding responsibilities, especially in relation to domestic abuse.
- Experience of working in partnership with voluntary and statutory sector agencies and an understanding of how they work.
- Experience of working to organisational protocols and/or developing protocols, procedures and best practice guidance.
- An understanding of project monitoring, evaluation, and stakeholder consultation.
- An understanding of, and commitment to, equal opportunities in employment and in service delivery.
- Ability to work effectively as part of a team.
- Excellent administrative, organisational and time management skills, with demonstrable experience working in a fast-paced environment with competing deadlines.
- Excellent written, communication and presentation skills.
- Self-starter with the ability to use their initiative and judgement in dealing with colleagues and partner agencies without direct supervision.

Qualifications required:

N/A

DATE: April 2024