

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Community Safety Senior Officer</b>
<b>Reporting to:</b>	Wellbeing Coordinator
<b>Status:</b>	Fixed Term, Full time / Part Time
<b>Salary:</b>	Level 4
<b>Award Conditions:</b>	Local Government Industry Award 2020
<b>Location:</b>	Various

## POSITION STATEMENT

The Community Safety Senior Officer is responsible for the delivery of effective night patrol activities and implementing initiatives that will create a safer environment for all members of the West Arnhem Regional Council community.

## ACCOUNTABILITIES & RESPONSIBILITIES

<b>Operational Team Management</b>	<ul style="list-style-type: none"> <li>• Deliver a range of community safety initiatives in accordance with specific service agreements. The initiatives include but are not limited to:                             <ul style="list-style-type: none"> <li>○ returning children who are unsupervised outside of normal hours, to their homes or another safe location, to a parent or carer;</li> <li>○ relocating vulnerable people to a safe environment with their consent, for example, a relative’s home, Safe House or medical facility;</li> <li>○ defusing violent situations offering protection to vulnerable people, where it is safe to do so, and contacting Police as required;</li> <li>○ diverting people affected by alcohol away from unnecessary contact with the criminal justice system and making referrals to social services agencies to follow up on support needs of clients, e.g. children and youth who are at risk from substance abuse and assault, clients with mental health concerns, in violent relationships or presenting with addiction issues; and</li> <li>○ providing information to police as requested or required by law.</li> </ul> </li> <li>• Work with the Wellbeing Co-ordinator to Leader to direct and support team members by:                             <ul style="list-style-type: none"> <li>○ supervising and monitoring work practices to ensure staff are promoting safe and positive behaviours in the community and that active interventions are carried out in a safe and professional manner;</li> <li>○ ensuring that work practices align with the requirements of the Night Patrol Operational Framework;</li> <li>○ actively participating in the reporting of incidents;</li> <li>○ completing worksheets;</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ implementing corrective action;</li> <li>○ ensuring reporting requirements are met;</li> <li>○ ensuring that team members are following referral processes;</li> <li>○ encouraging training that will improve knowledge and skills;</li> <li>○ ensuring resources are used and maintained effectively and efficiently (eg. Council equipment and vehicles);</li> <li>○ ensuring staff maintain timesheets for hours worked; and</li> <li>○ encouraging, by promoting and by example, behaviour that is in accordance with Council's Code of Conduct.</li> <li>● Work with the Wellbeing Coordinator to consult with community stakeholders and individuals to ensure that activities, projects, programs and functions are responding to identified needs and priorities.</li> <li>● Monitor the cultural activities within the community and report to the Wellbeing Coordinator when there are important events, such as sorry business and other cultural business.</li> </ul>
<p><b>Teamwork</b></p>	<ul style="list-style-type: none"> <li>● Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job.</li> <li>● Promote a team approach to problem solving and encourage innovative practice.</li> <li>● Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.</li> <li>● Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<p><b>Policies and Procedures</b></p>	<ul style="list-style-type: none"> <li>● Monitor, direct and ensure all services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices.</li> <li>● Comply with all relevant legislation and regulations.</li> </ul>
<p><b>Work Health and Safety</b></p>	<ul style="list-style-type: none"> <li>● Within your area of responsibility, ensure compliance with relevant regulations, legislation and safe work practices.</li> <li>● Comply work health and safety legislation and Council's work health and safety policies and procedures.</li> <li>● Contribute to organisational continuous quality improvement and internal reporting to the Wellbeing Co-ordinator.</li> <li>● Take reasonable care to protect the health and safety of staff and others.</li> <li>● Actively participate in safety improvement activities.</li> </ul>



<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> <li>• Other duties, consistent with skills and experience, as directed by the Wellbeing Coordinator.</li> </ul>
<b>SELECTION CRITERIA</b>	
<b>1. Essential</b>	<ol style="list-style-type: none"> <li>1. Certificate III in Community Safety (or studying towards attainment).</li> <li>2. Good oral communication skills, and proven knowledge of Aboriginal language that will enable sensitive and effective communication with Aboriginal people in a remote community.</li> <li>3. A good understanding of issues affecting Aboriginal people in remote communities.</li> <li>4. Good skills in conflict resolution and negotiation along with the ability to confidently and positively intervene in unsafe situations.</li> <li>5. Ability to act impartially and with respect, to different groups within the community.</li> <li>6. Good understanding of problems associated with alcohol, violence and substance abuse.</li> <li>7. Experience working with Indigenous people in an outreach capacity and / or patrol experience.</li> <li>8. Good literacy and numeracy skills, and ability to write basic reports to record events.</li> <li>9. Possess or willingness to attain basic administrative skills including computing skills to input and maintain data.</li> <li>10. Good understanding of work health and safety in the workplace.</li> <li>11. Current Northern Territory Drivers Licence.</li> <li>12. National Criminal History Check clearance.</li> <li>13. Current Working with Children/Ochre Card.</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. First Aid Certificate</li> </ol>

**YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS**

**This position manages a specialist unit.**

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.



The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

**Reports to**

Wellbeing Coordinator

**Internal**

Council Services Manager  
Community Safety Officer  
Community Safety Assistant  
People & Learning Team  
All Staff

**External**

Government representatives  
Community Members  
Service providers  
Police  
Health Clinic & relevant Social Services

