## **POSITION DESCRIPTION**

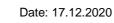


Position Title:	Community Safety Senior Officer
Reporting to:	Wellbeing Coordinator
Status:	Fixed Term, Full time / Part Time
Salary:	Level 4
Award Conditions:	Local Government Industry Award 2020
Location:	Various

## **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.







	<ul> <li>implementing corrective action;</li> </ul>
	<ul> <li>ensuring reporting requirements are met;</li> </ul>
	<ul> <li>ensuring that team members are following referral processes;</li> </ul>
	<ul> <li>encouraging training that will improve knowledge and skills;</li> </ul>
	<ul> <li>ensuring resources are used and maintained effectively and</li> </ul>
	efficiently (eg. Council equipment and vehicles);
	<ul> <li>ensuring staff maintain timesheets for hours worked; and</li> </ul>
	<ul> <li>encouraging, by promoting and by example, behaviour that is</li> </ul>
	in accordance with Council's Code of Conduct.
	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.
	<ul> <li>Monitor the cultural activities within the community and report to</li> </ul>
	the Wellbeing Cordinator when there are important events, such
	as sorry business and other cultural business.
	<ul> <li>Oversee the performance of your team and complete performance</li> </ul>
Teamwork	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.
	Promote a team approach to problem solving and encourage     inservative practice
	innovative practice.
	Provide effective communications that foster positive relationships
	at all levels across the community, external stakeholders and West
	Arnhem Regional Council personnel.
	• Support a collaborative culture with internal and external
	stakeholders, and motivate team members by inculcating a
	dynamic working environment that nurtures innovation.
Policies and Procedures	• 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.
	<ul> <li>Comply with all relevant legislation and regulations.</li> </ul>
Work Health and	Within your area of responsibility, ensure compliance with relevant
	regulations, legislation and safe work practices.
	Comply work health and safety legislation and Council's work
	health and safety policies and procedures.
	Contribute to organisational continuous quality improvement and
Safety	internal reporting to the Wellbeing Co-ordinator.
	• Take reasonable care to protect the health and safety of staff and
	others.
	Actively participate in safety improvement activities.



Approved by <u>CEO</u>: *P* findley Date: 17.12.2020



General Responsibilities	<ul> <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>
SELECTION CR	<ol> <li>Certificate III in Community Safety (or studying towards attainment).</li> <li>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>A good understanding of issues affecting Aboriginal people in remote communities.</li> <li>Good skills in conflict resolution and negotiation along with the ability to confidently and positively intervene in unsafe situations.</li> <li>Ability to act impartially and with respect, to different groups within the community.</li> <li>Good understanding of problems associated with alcohol, violence and substance abuse.</li> <li>Experience working with Indigenous people in an outreach capacity and / or patrol experience.</li> <li>Good literacy and numeracy skills, and ability to write basic reports to record events.</li> <li>Possess or willingness to attain basic administrative skills including computing skills to input and maintain data.</li> <li>Good understanding of work health and safety in the workplace.</li> <li>Current Norther Territory Drivers Licence.</li> <li>Current Working with Children/Ochre Card.</li> </ol>
Desirable	1. First Aid Certificate

## 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



Approved by <u>CEO</u>: Pfindley

