



POSITION DESCRIPTION

Position Title:	Community Safety Officer
Reporting to:	Community Safety Senior Officer
Status:	Fixed Term, Full Time/Part Time
Salary:	Level 2
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

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

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks	<ul style="list-style-type: none"> • Under the direction and supervision of the Community Safety Senior Officer, 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"> ○ returning children who are unsupervised outside of normal hours, to their homes or another safe location, to a parent or carer; ○ relocating vulnerable people to a safe environment with their consent, for example, a relatives home, Safe House or medical facility; ○ defusing violent situations offering protection to vulnerable people, where it is safe to do so, and contacting Police as required; ○ 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 ○ providing information to police as requested or required by law. • Ensure that the Community Safety Team is able to be contacted at all times while on duty. • Report on all incidents that are attended to or are involved with to the Community Safety Senior Officer. • Ensure that all active interventions are carried out in a safe and respectful manner and client confidentiality is respected. • Follow Council policies and procedures at all times. • Promote safe and positive behaviours to community members in the community.
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	<ul style="list-style-type: none"> • Advise the Community Safety Senior Officer of any cultural activities within the community. • Ensure that Council resources are used and maintained effectively and efficiently (eg. Council equipment and vehicles). • Actively participate in all employee-related activities such as regular work attendance, adherence to a work roster, attendance at staff meetings, training and performance reviews.
Teamwork	<ul style="list-style-type: none"> • Participate in a team approach to problem solving and encourage 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	<ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures.
Work Health and Safety	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • 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. • Other duties commensurate with skills and experience as directed by the Community Safety Senior Officer.

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Good oral communication skills and proven knowledge of Indigenous language that will enable sensitive and effective communication with members of the remote community. • A basic understanding of issues affecting Indigenous people in remote communities. • Good skills in conflict resolution and negotiation along with the ability to confidently and positively intervene in unsafe situations. • Ability to act impartially and with respect, to different groups within the community. • Basic understanding of problems associated with alcohol, violence and substance abuse. • Experience working with Indigenous people in an outreach capacity and / or patrol experience.
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	<ul style="list-style-type: none"> • Basic literacy and numeracy skills, and ability to write basic reports to record events. • Basic knowledge of work health and safety in the workplace. • National Criminal History Check clearance. • Current Working with Children/Ochre Card.
Desirable	<ul style="list-style-type: none"> • Current Northern Territory Drivers Licence. • Senior First Aid Certificate. • Certificate II or III in Community Safety or studying towards attainment.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

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 Community Safety Senior Officer

Internal Wellbeing Coordinator
 Council Services Manager
 Community Safety Assistant
 People & Learning Team
 All Staff

External Parents & Children
 Health Clinic
 Police
 Government representatives
 Community Members
 Service providers



Approved by **CEO** :

P Firdley

Date: 17.12.2020

