

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Community Safety Senior Officer		
Location	Various	Department	Community and Council Services
Position Level	Level 4	Work Group	Community Safety
Position Type	Permanent - Full time / Part Time	Approval Date	26 June 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

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.

Key Duties and Responsibilities

1. Deliver a range of community safety initiatives in accordance with specific service agreements. They include but are not limited to:
 - Relocating vulnerable people to a safe environment with their consent, for example, a relative's 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 and other drugs away from unnecessary contact with the criminal justice system.
 - Making referrals to social services agencies to follow up on support needs of clients.
 - Providing information to police as requested or required by law.
2. Work with the Wellbeing Services Coordinator to direct and support team members by:
 - Rostering of staff to ensure program is meeting the needs of community.
 - Supervising and monitoring work practices to ensure staff are promoting safe and positive behaviours in the community.
 - Ensuring active interventions are carried out in a safe and professional manner and are aligned with requirements of the *Night Patrol Operational Framework*.
 - Ensuring all data is imputed each shift.
 - Actively participating in the reporting of incidents.
 - Using experience, judgement and resources available to help diffuse unsafe situations in a safe manner and help ensuring future safety within the community through these actions.
 - Ensuring reporting requirements are met.
 - Ensuring that team members are following referral processes.
 - Encouraging training that will improve knowledge and skills.
 - Ensuring resources are used for purpose and maintained effectively and efficiently (e.g. Council equipment and vehicles).
 - Ensuring staff maintain timesheets for hours worked.
 - Encouraging, by promoting and by example, behaviour that is in accordance with Council's Code of Conduct.
3. Work with the Wellbeing Services Coordinator to:
 - consult with community stakeholders and individuals to ensure that activities, projects, programs and functions are responding to identified community needs and priorities
 - Oversee the performance of your team and complete performance reviews and training/development plans.
4. Monitor the cultural activities within the community and advise when there are important events, such as sorry business and other cultural business.
5. Promote a team approach to problem solving and encourage innovative practice.
6. With regard to work health and safety in the workplace:
 - a. 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

Key Duties and Responsibilities

- b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Wellbeing Services Coordinator which are within the employee's skills, competence and training.

Essential Criteria

1. Certificate III in Community Services or similar or, studying towards attainment.
2. Good oral communication skills, and proven knowledge of Aboriginal language that will enable sensitive and effective communication with Indigenous people in remote communities.
3. A good understanding of issues affecting Indigenous people in remote communities.
4. Good skills in conflict resolution and negotiation along with the ability to confidently and positively intervene in unsafe situations.
5. Ability to act impartially and with respect, to different groups within the community.
6. Good understanding of problems associated with alcohol, violence and substance abuse.
7. Experience working with Indigenous people in an outreach capacity and / or patrol experience.
8. Good literacy and numeracy skills, and ability to write basic reports to record events.
9. Possess or willingness to attain basic administrative skills including computing skills to input and maintain data.
10. Good understanding of work health and safety in the workplace.
11. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. Working with Children Check (Ochre Card)
 - c. NDIS Worker Screening Check

Desirable Criteria

1. First Aid Certificate

Organisational Relationships & Further Information

Reports to	Wellbeing Services Coordinator	Supervises	Community Safety Officer Community Safety Assistant
Internal liaising	Council Services Manager Community Safety Officer Community Safety Assistant Human Resources Team All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Police / Health Clinic and other social services
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.