

POSITION DESCRIPTION

Position Title:	Community Safety Officer
Reporting to:	Community Safety Team Leader or Community Safety Senior Officer
Status:	Fixed Term, Part Time
Salary:	Level 3
Award Conditions:	WARC Enterprise Agreement 2024
Location:	Gunbalanya, Minjilang, Warruwi

POSITION STATEMENT

This position is responsible for the delivery of a diverse range of effective, place-based community safety initiatives and/or patrol activities that will lead to a safer environment for all members of the community.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks	<ul style="list-style-type: none"> With direction from your supervisor, deliver a range of community safety initiatives that respond to community consultation outcomes and specific service agreements. Initiatives will include (but are not limited to): <ol style="list-style-type: none"> engagement activities, such as health promotion, community events and cultural programs that contribute to safety and wellbeing within the community. close collaboration with the Youth Sport and Recreation Team. supporting the clinic and other stakeholders to share information regarding Covid-19 in effective place-based ways. consultation with community members, community leaders and other stakeholders (such as the school, clinic and police) around community safety priorities and programs. Community patrols that include: <ol style="list-style-type: none"> returning children who are unsupervised outside of normal hours, to their homes, to a parent or carer or other safe location. with their expressed consent, relocating vulnerable people to a safe environment, such as a relative's home, safe house or medical facility. de-escalating violent or unsafe situations, offering protection to vulnerable people, where it is safe to do so; contacting the police as required. where safe and appropriate, diverting people affected by alcohol away from unnecessary contact with the criminal justice system. making referrals to appropriate support services as required. This may include support for mental health, substance misuse or domestic violence. providing information to police as requested or required by law.
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.



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Date: 29/9/2020



	<ul style="list-style-type: none"> 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 relevant legislation, regulations and standards. Comply with all relevant WARC policies and procedures.
Work Health and Safety	<ul style="list-style-type: none"> Adhere to work health and safety legislation. Comply with WARC safe work policies and procedures. Take reasonable care to protect the health and safety of staff and others. 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. Ensure that the Community Safety Team is contactable at all times while on duty. Record activities and outcomes in the Community Safety online data tool. Report on all incidents that are attended to or are involved with, to the Community Safety Leader or Community Safety Senior Officer. Ensure that all active interventions are carried out in a safe and respectful manner and client confidentiality is respected. Promote safe and positive behaviours to community members in the community. Advise the Community Safety Team Leader or community Safety Senior Officer of any cultural activities within the community. Ensure that Council resources are used and maintained effectively and efficiently. e.g. 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. Other duties relevant to Community Safety as required.
SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> Good interpersonal skills and demonstrated knowledge of local Aboriginal language(s) that will enable sensitive and effective communication with members of the community. A basic understanding of issues affecting Aboriginal people in remote communities, and the ability to build trust and rapport with community members and stakeholders. Good skills in conflict resolution and negotiation along with the ability to confidently and positively intervene in escalated 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. Basic literacy and numeracy skills and ability to write basic reports to record events. Creativity and commitment to a safer community. Basic knowledge of work health and safety in the workplace. National Criminal History Check clearance. Current Working with Children/Ochre Card.



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Desirable	<ul style="list-style-type: none"> • Basic administrative skills including computing skills to input and maintain data. • Experience working with Aboriginal people in an outreach capacity and / or patrol experience. • Qualifications/ licences: <ul style="list-style-type: none"> a. Current Northern Territory Drivers Licence b. Senior First Aid Certificate c. Certificate II or III in Community Safety or studying towards attainment
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YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Reports to	Community Safety Team Leader; or Community Safety Senior Officer
Internal	Community Safety Staff Coordinator Community Wellbeing Council Services Manager Manager Community Wellbeing Community Engagement Officer Senior Projects Officer – Community Wellbeing Community Wellbeing Staff Local WARC staff
External	Community members Police Health Clinic School Other community services providers



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