

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Community Safety Coordinator	<b>Designation &amp; Classification Level</b>	Level 5
<b>Position No</b>		<b>Division</b>	Council Services & Community Engagement
<b>Business Unit</b>	Community Safety	<b>Reports To</b>	Council Services Manager
<b>Location</b>	Various	<b>Date Created</b>	September 2021
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>Roper Gulf Regional Council delivers a wide range of municipal and community services and programs across an area of 201,000 square kilometres. The region encompasses fourteen communities and twenty outstations, with approximately 80% of the population identifying as Aboriginal or Torres Strait Islander. The Council's primary purpose is to facilitate the sustainable, social, cultural, economic, and environmental development of the region while maintaining the region's strong indigenous heritage.</p> <p>The Community Safety business unit is responsible for delivering funded programs including Community Safety Patrol (Night Patrol), Outside School Hours Care, Sport &amp; Recreation, Alcohol &amp; Other Drugs Education, Youth Reconnect/Services, Indigenous Broadcasting, and Libraries.</p> <p>The primary purpose of the Community Safety Coordinator is to oversee and coordinate the delivery of the Community Safety programs within the community and its regional area. The position collaborates with other key departmental staff (including Council Service Coordinators in their respective Communities) to:</p> <ul style="list-style-type: none"> <li>• Ensure that all services provided are of a high quality at all times.</li> <li>• Work within limits of confidentiality and privacy appropriate to the program.</li> <li>• Work according to program guidelines and organisational policy.</li> <li>• Support Community safety, health &amp; wellbeing through the efficient and effective deployment of resources to meet local Community needs.</li> </ul>		
3. KEY RESPONSIBILITIES			
<p><b>1. <u>Service Delivery, Planning and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Coordination of Community Safety Programs which may include Indigenous Broadcasting, Library, Community Night Patrol, Outside School Hours Care, Sport &amp; Recreation, Youth Services, and Alcohol and Other Drugs (AOD) programs.</li> <li>• Coordination and facilitation of schedules, events and rostering of staff for effective program delivery. This includes for the support of the Regional Sport &amp; Recreation Peak Body Sporting events and other community events.</li> <li>• Ensure programs operate effectively and efficiently within the designated communities of the Roper Gulf Regional Council region.</li> <li>• Supervise and support teams to complete the administration requirements of their role, for example Night Patrol reports, timesheets and referrals.</li> <li>• Provide supervision, and extension support to remote staff, building capacity in program deliverables and reporting on performance indicator data in accordance with program requirements and funding agreements.</li> <li>• Provide reports for each funded Community Safety Program relevant to the regional area, as required by contract terms.</li> <li>• Liaise with stakeholders such as the NT Police, Government and Non-Government Service providers, Community Members, Government Engagement Coordinators, and funding bodies.</li> <li>• Participate in the coordination of program budgets relevant to the region, to ensure funds are available to support program activities. Manage the expenditure and reconciliation of funds in conjunction with management, including sourcing quotes and raising purchase orders when required.</li> <li>• Carry out other reasonable duties within the scope of the relevant level as directed by the Council Services Manager.</li> </ul>			

## **2. Organisational Sustainability**

- Maintain a well-developed understanding of the relevant funding agreements and program frameworks.
- Ensure all relevant documentation is completed to a high standard and submitted to the Council Services Manager within the required time frames.
- Promote through advocacy and referral to other services a positive profile of young people, raising awareness of their needs, issues and achievements and providing information relevant to them.
- Ability to be flexible with working hours to meet changing operational requirements for effective program delivery.

## **3. Quality and Continuous Improvement**

- Through remote supervision and support, ensure all Community Safety staff are performing duties in provision and compliance of operational orders and activity requirements.
- Cooperate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation.

## **4. Work Health and Safety (WHS)**

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## **4. SELECTION CRITERIA**

### **ESSENTIAL**

1. Tertiary qualifications in Community Services or related discipline, or extensive knowledge and skills gained from previous experience in a similar role.
2. Demonstrated ability to provide multifaceted program delivery across multiple sites associated with Community Safety.
3. Proven ability to identify and follow the correct policies and procedures relevant to the task and to identify complex problems that require referral to the next level of management to resolve.
4. Demonstrated ability to plan and implement workplace activities coordinating team resources effectively while monitoring the goals, targets, outcomes and objectives of the team and individual employees.
5. Excellent oral communication skills with the ability to respond to moderately complex enquiries that requires detailed and careful explanation and negotiate and/or mediate issues between parties to effectively resolve problems.
6. Excellent written communication skills with the ability to write non-standard correspondence, reports, submissions and proposals that require original content.
7. Relevant knowledge and or experience in the field with a strong background in remote community development and effective/sensitive communication with indigenous people.
8. Demonstrated ability to maintain and foster collaborative working relationships with a range of stakeholders.
9. Demonstrated ability to understand budgets and/or financial processes.
10. Provide current Senior First Aid Certificate and/or willingness to participate in relevant training.
11. Able to meet the inherent requirements of the position both physically and mentally, including fitness level

and agility to operate the plant and equipment and carry out all duties associated with the position.

**DESIRABLE**

1. Certificate III in Mentoring
2. Nationally accredited Diploma or equivalent in Community Services.
3. Previous similar experience in a Community Safety role.

**MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Northern Territory Manual "C" Class Drivers Licence.
3. Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

**5. ACKNOWLEDGEMENT**

<b>General Manager</b>	<b>Tony Hopp</b>	<b>Date Approved: 14/10/2024</b>	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>