

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Community Safety Officer – Sport and Recreation	Designation & Classification Level	Level 2
Position No		Division	Council Services and Community Engagement
Business Unit	Community Safety	Reports To	Council Services Manager
Location	Various	Date Created	Sep 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	Roper Gulf Regional Council delivers a wide range of municipal and community services and programs across an area of 210,000 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.		
	The Community Safety business unit is responsible for delivering funded programs including Community Safety Patrol (Night Patrol), Outside School Hours Care, Sport & Recreation, Alcohol & Other Drugs Education, Youth Reconnect/Services, Indigenous Broadcasting, and Libraries.		
	The primary purpose of the Community Safety Officer - Sport & Recreation is to facilitate the delivery of sport and recreation activities in the community in line with the Community Activity Plan. This is under the direction of the Community Safety Coordinator and in accordance with the Roper Gulf Regional Council Corporate Plan, policies and relevant legislation and contractual obligations to deliver Sport, Recreation and Community Safety Programs.		
3. KEY RESPONSIBILITIES			
1. Service Delivery, Planning and Monitoring			
- Assist to deliver sporting and recreation activities and events. - Assist to deliver community safety patrols as required. - Supervise community safety program participants. - Assist to maintain facilities, equipment and vehicles associated with these programs. - Assist and work with volunteers and work experience participants for these programs. - Perform other reasonable duties within the scope of the relevant level as directed by the Manager/Supervisor. - Comply with the policies and procedures of Roper Gulf Regional Council.			
2. Organisational Sustainability			
- Record data and reporting information as required. - Communicate appropriately with internal and external stakeholders. - Contribute to planning and development of program activities and schedules			
3. Quality and Continuous Improvement			
- Participate in safety procedures, risk management and any certified training required for the programs. - Participate in training programs and seminars to enhance professional performance			
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. Completion of Year 10 and/or appropriate labour market program or similar work/skills.
2. Current First Aid Certificate and/or willingness to participate in relevant training.
3. Ability to solve day to day work issues and refer problems to supervisor for resolution.
4. Demonstrated commitment to being reliable and punctual for work.
5. Work as directed and as part of a team to deliver sporting and recreation activities and community safety patrols.
6. Basic numeracy and literacy with the ability to complete standard reports using designated forms.
7. Written and oral communication skills with the ability to understand straightforward questions and directions.
8. Have a willingness to actively participate in training and gain relevant qualifications, skills and knowledge for the role.
9. Have an understanding and willingness to comply with Work Health & Safety policies and procedures
10. Able to meet the inherent requirements of the position both physically and mentally.

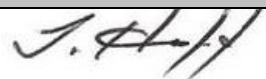
DESIRABLE

11. Previous experience in a similar role.
12. Certificate III in Sports and Recreation or equivalent licence(s), certificate(s) or competencies acquired on the job.
13. Lifeguard or Bronze Medallion qualification.

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 Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence .
4. Current 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.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	Tony Hopp	Date Approved: November 2024	Signature: 
Employee Name		Date:	Signature: