



POSITION DESCRIPTION

Position Title	Night Patrol Zone Coordinator	Work Unit	Agency Services
Position Type	Full Time	Position Location	Regional Office
Position Level	Level 5	Position Reports to	Regional Community Safety and Wellbeing Manager
Employment Conditions and Special Requirements: The occupant of this position must have had a recent (within 3 months) Criminal History Check completed, a current Working with Children's Card, a Current Australian Drivers Licence. Employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.			

Positions Primary Objective: This position is responsible for supporting the Regional Community Safety and Wellbeing Manager to coordinate the Community Night Patrol program efficiently.

Key Duties and Responsibilities:

1. Provide support to the Regional Community Safety and Wellbeing Manager ensuring program administration are undertaken and completed effectively and within the required time frames.
2. Provide support to staff in incident reporting and other reporting requirements of the program.
3. Ensure that the program operates in accordance with the relevant Funding Agreement, policies, standards and funding guidelines.
4. Ensure all appropriate records and reports are maintained in accordance with all legal requirements, Council policies and Government departmental.
5. Ensure all Night Patrol staff is operating within the guidelines and operational orders.
6. Travel to remote communities to support the Night Patrol as required including extended stays on community.
7. Liaise with external providers such as the NT Police, Community Members and Government Business Managers.
8. Excellent interpersonal skills and a friendly disposition.
9. Coordinate training for community night patrol staff.
10. Maintain a safe staff working environment ensuring that proper Occupational Health & safety regulations set by Council are adhered to.

Qualifications and Education Requirements:

1. Cert III in Community Services or equivalent (essential).
2. Qualifications in welfare, social or community service work or similar (desirable).
3. A current First Aid Certificate (essential).

Selection Criteria Essential:

1. Ability to work with limited supervision and direction
2. Personal integrity, good interpersonal skills and friendly disposition.
3. A good understanding of the barriers faced by people in remote Indigenous communities and the ability to work collaboratively with others to address these barriers.
4. Well developed oral skills including the ability to consult and negotiate sensitively and effectively with Indigenous people.
5. Experience working in remote Indigenous communities.
6. Ability to prioritise a work load effectively.
7. Relevant industry knowledge.
8. A working knowledge of Workplace Health and Safety Regulations

Further Information: The position holder must maintain a safe working environment and adhere to the Councils Code of Conduct, policies, procedures and Work Health & Safety regulations and ensure that all resources are effectively deployed.