POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title Community Safety Patrol Operations Coordinator
Reporting To Youth and Communities Manager
Level
Location Based in Alice Springs with an obligation to travel

OBJECTIVES OF THE POSITION:

Operating under the direction of the Youth and Communities Manager and in accordance with Council plans and policies and relevant legislation; this position will be responsible for coordinating the implementation of an effective Community Safety Patrol program across a discrete area. The Community Safety Patrol Coordinator will contribute to the Youth and Communities strategic planning process. The position will be responsible for managing all Community Safety Patrol staff and ensuring program reporting occurs across all sites. It is expected that the role will be a center of expertise with a specialist knowledge of contemporary practices in Community Safety Patrol.

DUTIES AND RESPONSIBILITIES:

- Contribute to the strategic planning of the Community Safety Patrol Program to ensure Council’s vision is being implemented, communities’ needs are being met and funding bodies’ outcomes achieved.
- Recruit, manage and develop Community Safety Patrol staff across multiple sites.
- Plan and deploy program resources efficiently and monitor program expenditure against budget.
- Continually review departmental operational processes to ensure compliance with Council policies, Youth and Communities outcomes and funding body requirements.
- Provide accurate and timely reports to the Youth and Communities Manager.
- Provide operational advice and high level coordination to the Community Safety Patrol team.
• Under the guidance of the Youth and Communities Manager, liaise with external stakeholders as required.

• Effectively contribute as a team member of the Community Services Directorate and promote a safe and harmonious work environment.

• Perform other duties as directed by the Youth and Communities Manager

SELECTION CRITERIA:

Essential:

• An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective support in a cross-cultural environment.

• Demonstrated high level experience working in the Community Safety Patrol or related field delivering Community Services.

• An understanding of development through the lifespan and how this influences service planning & delivery.

• A demonstrated understanding of community development principles and their practical application in the context of remote Aboriginal communities or another culture.

• Demonstrated experience supervising, leading and motivating teams including strong team building and management skills.

• Demonstrated experience in managing funding agreements, interpreting policies and procedures and managing budgets.

• High level analytical, interpersonal and written communication skills including the ability to effectively communicate at all levels.

• Demonstrated high level of computer skills including online reporting systems and other computer software applications.

• Sound knowledge of and empathy for Equal Employment Opportunity principles and Workplace Health and Safety requirements.

• Tertiary qualification in a related field.

Desirable:
1. Experience in news media communication and graphic design i.e. Photos, Posters, pamphlets, and short movies.

2. Experience in producing complex documents i.e. Newsletters, Media releases, grant applications, official meeting minutes and recruitment paperwork etc.

3. Possession of Certificate III or IV in Youth Work or Community Safety Patrol or Night Patrol

**POSITION ATTRIBUTES:**

**Level:**

**Note to Candidates**

The Community Safety Patrol Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language and non-aboriginal people.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- Be willing to undergo a Police Criminal History check
- Hold a current Working with Children check (Ochre card)
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Undertake continued on the job training
- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.
Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for application is

Applications marked ‘Confidential’ should be forwarded to:

The Chief Executive Officer
PO Box 2257
Alice Springs NT 0871
Ph: 1300 360 605
Email: recruitment@centralsert.nt.gov.au