



POSITION DESCRIPTION

Community Night Patrol Officer

Position	Community Night Patrol Officer
Classification Level	Level 1
Location	Various (Wadeye, Peppimenarti & Palupma)
Reports to	Community Night Patrol Team Leader

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION

This position is responsible for the delivery of effective night patrol activities and other community safety initiatives that will lead to a safer environment for all members of the West Daly Regional Council communities.

ROLE RELATIONSHIPS

Internal	External
Community Service Managers	Government Representatives
Community Night Patrol Manager	Community Organisation Representatives
Community Night Patrol Team Leader	Local Government
All Council Staff	Consultants
	Community members
	Local NT Police

DUTIES

Primary Tasks

- Patrol the community to ensure the safety & wellbeing of all residents is maintained.
- Liaise with local police force on issues regarding criminal activity.
- Maintain a safe staff working environment.
- Ensure that proper Workplace Health & safety regulations set by Council are adhered to.
- Carry out any other duties as directed by the Night Patrol Team Leader.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop 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 WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.



General

- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Community Night Patrol Team Leader.

SELECTION CRITERIA

Essential Qualifications & Experience

- Relevant industry knowledge in the field of night patrol services.
- Previous experience in a similar position.
- Current Medium or Heavy Rigid Licence
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

Knowledge, Skills & Abilities

- A working knowledge of Workplace Health and Safety Regulations.
- Ability to work with limited supervision and direction.
- Personal integrity.
- Good interpersonal skills and friendly disposition.
- A high level of fitness and positive attitude toward health & well-being.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: 13th May 2021

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