



POSITION DESCRIPTION

Manager Community Night Patrol

Position	Manager Community Night Patrol
Classification Level	Level 7
Location	Wadeye
Reports to	Chief Operations Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) 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

The Manager Community Night Patrol is responsible for the Council’s Community Night Patrol services provided across the West Daly region. The key focus of this position is to improve levels of community safety and offer appropriate cultural services in line with the Community safety priorities.

ROLE RELATIONSHIPS

Direct:

Community Night Patrol Team Leader (Wadeye)

Indirect:

Community Night Patrol Team Leader (Nganmarriyanga and Peppimenarti)
Community Night Patrol Officers (Wadeye, Nganmarriyanga and Peppimenarti)

Internal	External
Chief Executive Officer	Government representatives
Chief Operations Officer	NT Police, Health Clinic, Shelters, School and other
Executive Team	Community Stakeholders
Community Services Managers	Department of Prime Minister and Cabinet and
Community Night Patrol Team	other Government Agencies
Homelands Coordinator	NGO’s and other service providers
Council Employees	Community Residents

DUTIES

Primary Tasks

The Manager Community Night Patrol will:

- Develop and strengthen relationships within the Community and across all stakeholder groups to ensure CNP services are delivered efficiently and meet the expectations of the Community.
- Ensure non-coercive intervention strategies are deployed to respond flexibly to each Community’s safety needs and priorities.
- Manage the Community Night Patrol budget allocation, in consultation with the Chief Operations Officer.
- Manage financial and operational reporting within the Community Night Patrol portfolio and meeting performance indicators as detailed within the program and funding guidelines.
- Manage the day-to-day performance and outputs of the Community Night Patrol employees located at Wadeye.
- In consultation with the Community Services Managers, provide input into the performance management of Community Night Patrol employees located at Peppimenarti and Palumpa.
- Manage all Community Night Patrol employees’ leave, rosters, and timesheets.
- Conduct employees Performance Appraisals as per the Council’s Performance Management process.



DUTIES (cont ...)

- Work collaboratively with the Council's Community Services Managers to provide operational oversight, support, and mentorship to Community Night Patrol employees.
- Work closely on the ground mentoring and developing Community Night Patrol employees and improving engagement across all Communities.
- Deliver Community Night Patrol services to the communities of Wadeye, Palumpa and Peppimenarti.
- Monitor the operation and performance of each of the Council's Community Night Patrol services including resourcing levels to maintain program delivery.
- Support Community Night Patrol Team Leaders and Officers to ensure children are at home, in a safe location or with a parent/carer of an evening.
- Facilitate links with schools and School Attendance Officers where appropriate.
- Ensure that employees always maintain current Drivers Licence, Working with Vulnerable Children Card (OCHRE) and Criminal History Checks.
- Oversee Community Night Patrol employee training, in line with the training requirements specified by the Department together with Council's requirements.
- Manage and maintain assets, keeping the Chief Operations Officer informed of upkeep and any damage or replacement needs of such assets.
- Work with the Grants Coordinator to provide the necessary reporting required by the funding agreement with Government, including quarterly performance and financial reports as well as ensuring team leaders from each community submit appropriate documentation such as daily run sheets, incident reports, and statistical data in a timely manner.
- Liaise with and advise NT Police, Chief Operations Officer, and respective Community Services Manager on issues regarding criminal activity.
- Provide advice and support to employees to aid community members with information that may assist in the reduction of anti-social behaviour and threats of self-harm by linking them with services such as safe houses and/or medical assistance.
- Maintain a safe working environment for Community Night Patrol employees.
- Ensure that Workplace Health & Safety regulations set by Council are adhered to.
- Carry out any other duties as directed by the Chief Operations Officer.

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 Council 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.
- Take reasonable care to protect the health and safety of employees and others.
- Actively participate in safety improvement activities.



General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council 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 Chief Operations Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Qualifications in welfare, social or community services, Certificate III in Community Safety or equivalent experience.
- Experience working in a remote community.
- Previous experience managing a small team, managing, and mentoring employees.
- Demonstrable experience communicating with stakeholders at all levels.
- Relevant industry knowledge in the field of night patrol services or similar service
- Good oral communication skills, and proven knowledge of Indigenous language that will enable sensitive and effective communication with Indigenous people in a remote community.
- A good understanding of issues affecting Indigenous people in remote communities.
- Good skills in conflict resolution and negotiation along with the ability to intervene in unsafe situations confidently and positively.
- Proven experience communicating with stakeholders at all levels.
- Ability to act impartially and with respect, to different groups within the community.
- Good understanding of problems associated with alcohol, violence, and substance abuse.
- Experience working with Indigenous people in an outreach capacity and / or patrol experience.
- Possess or willingness to attain basic administrative skills including computing skills to input and maintain data.
- A working knowledge of Workplace Health and Safety Regulations.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with children/Ochre Card.

Knowledge, Skills & Abilities

- Proven ability to make informed and accurate recommendations internally and externally regarding the Community Night Patrol Program.
- Ability to work autonomously as well as in collaboration with Community Services Managers.
- Ability to exercise clear and concise judgement when managing work priorities and community expectations.
- Good literacy and numeracy skills, and ability to write basic reports to record events.
- Ability to exercise clear and concise judgement when managing work priorities and community expectations.
- Ability to vary approaches to raising awareness about the Community Night Patrol program within the communities, to achieve maximum engagement and understanding from community members and employees.
- Strong interpersonal and communication skills (both verbal & written).



- Awareness of issues affecting Indigenous people (or demonstrated commitment to learn) to effectively participate in a cross-cultural environment.
- A reasonable level of fitness and positive attitude toward health & well-being.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

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