



## POSITION DESCRIPTION

# Community Night Patrol Operations Officer

<b>Position</b>	Community Night Patrol Operations Officer (Fixed Term, 12 months)
<b>Classification Level</b>	Level 4
<b>Location</b>	Wadeye
<b>Reports to</b>	Manager Community Night Patrol

## 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, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number 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 Community Night Patrol Operations Officer will provide operational support to the Community Night Patrol Team and Manager.

## ROLE RELATIONSHIPS

Internal	External
Community Services Managers Manager Community Night Patrol Community Night Patrol Team Leader Community Night Patrol Officers Administration Coordinator Administration Officer (Wadeye, Palumpa and Peppimenarti) Local Community Staff	Government Representatives NT Police, Health Clinic, Shelters, School and other Community Stakeholders

## DUTIES

### Primary Tasks

Under the direction and supervision of the Manager Community Night Patrol, the Community Night Patrol Administrator will:

- Assist with Community Night Patrol reporting and administration requirements.
- Ensure efficient and effective rostering of Community Night Patrol Officers.
- Monitor work practices to ensure they align with the requirements of the Community Night Patrol Operational Framework.
- Monitor safe work practices and the reporting of incidents.
- Ensure Council resources, keys, vehicles and equipment is secured and well maintained.
- Coordinate and encourage training to improve Community Night Patrol Officers knowledge and skills.
- Coordinate and administer staff timesheets.
- Encourage, by promoting and leading by example, behaviour that is in accordance with Councils Code of Conduct.
- Work with the Manager Community Night Patrol and Community Night Patrol Team Leaders to consult with Community Stakeholders and individuals to ensure that activities, projects, programs and functions are responding to identified needs and priorities.
- Monitor cultural activities within the Community, and report to the Chief Operations Officer and Manager Community Night Patrol when there are important events (e.g. cultural customs).
- Maintain a safe working environment.
- Carry out any other duties as directed by the Manager Community Night Patrol.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- 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

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- 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 staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the Councils '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 Manager Community Night Patrol.

## SELECTION CRITERIA

### Essential Qualifications & Experience

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- Certificate III in Community Safety – or equivalent (or studying towards attainment).
- Experience working with Indigenous people in an outreach capacity and / or patrol experience.
- Good literacy and numeracy skills, and ability to write basic reports to record events.
- Competent in the Microsoft Office Suite of Products.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children (Ochre Card).



## Knowledge, Skills & Abilities

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- Strong communication skills (both verbal and written).
- A good understanding of issues affecting Indigenous people in remote communities.
- Ability to act impartially and with respect to different groups within the Community.
- Ability to exercise clear and concise judgement when managing work priorities and Community expectations.
- Good attention to detail.
- Proven ability to provide on time and accurate reports.
- Personal integrity.
- Good interpersonal skills and friendly disposition.
- Awareness of issues affecting Indigenous people (or demonstrated commitment to learn) to effectively participate in a cross-cultural environment.

## APPROVAL

*Matthew Eastham*

Matthew Eastham ASM  
**Chief Executive Officer**

Dated: December, 2021

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Created	December, 2021
Version	1.0