

NIGHT PATROL OFFICER



Position:	Night Patrol Officer
Classification Level:	Level 1
Reports to:	Team Leader Night Patrol

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as homelands, aged care and community night patrol.

Personal 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.

Summary of Position

This position is responsible for patrolling the community operations of the Council in the community and surrounding ward.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Community Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants
Night Patrol Manager	Community members
Night Patrol Team Leader	Local Police Force

Specific Duties

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

Selection Criteria

Essential

1. Ability to work with limited supervision and direction.
2. Personal integrity.
3. Good interpersonal skills and friendly disposition.
4. A high level of fitness and positive attitude toward health & well-being.
5. Relevant industry knowledge in the field of night patrol services.
6. A working knowledge of Workplace Health and Safety Regulations.
7. Previous experience in a similar position.
8. Holds and maintains a current Northern Territory car and truck (medium or heavy rigid) driver's licence.
9. Must have or be able to obtain a Working with Children Card (OCHRE Card) prior to commencing employment.

Key Performance Measures

Reliable conduct and behaviour

- Display Code of Conduct behaviours and commitment to council values.
- Deadlines and timelines met, exceptions reported to Manager in advance.
- Safe work practices developed and followed.

Work Quality

- Continuous commitment to improvement through an ongoing process of education, communication, and evaluation.

Team Leadership and Relationships

- Ensure compliance with the Council Plan and relevant legislation. Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.

Problem Solving

- Potential problems drawn to the attention of Manager and solutions proposed.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training.
- High standards of work quality and behaviour by team earned respect in communities and within council.

Approval/Agreement

This appointment is a casual position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer