



# COMMUNITY NIGHT PATROL MANAGER

<b>Position:</b>	<b>Community Night Patrol Manager</b>
<b>Location:</b>	Wadeye
<b>Salary:</b>	Level 7.1 - \$106,765.53 annual salary package
<b>Reports to:</b>	Director of Council and Community Services
<b>Direct Reports:</b>	3 Community Night Patrol Team Leaders (Wadeye, Peppimenarti & Palumpa)
<b>Indirect Reports:</b>	16 Community Night Patrol Officers

## Organisation

Located within the Top End of the Northern Territory, the West Daly Regional 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, 11 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 judgments and communicates effectively.**

Safe – **work practices performed apply and promote Work Health Safety standards.**

## Summary of Position

This position will be responsible for the delivery of Community Night Patrol (CNP) services across the West Daly region. Responsibilities include the development and strengthening of relationships within the Community and across all stakeholder groups to ensure CNP services are delivered efficiently and meet the expectations of the community.

The CNP Manager is responsible for all levels of financial and operational reporting within the CNP portfolio and meetings performance indicators as detailed within the program and funding guidelines.

The CNP Manager will work collaboratively with the WDRC Community Services Managers to provide operational oversight, support and mentorship to CNP staff. A large proportion of this position is working closely on the ground mentoring, developing staff and improving engagement.

The objective of the CNP program is to aim to improve levels of community safety and promote culturally appropriate conflict and dispute resolution and offer services in line with the communities' safety priorities. CNP uses non-coercive intervention strategies to respond flexibly to individual communities' safety needs and priorities.

### Position Liaises with

Internal	External
Chief Executive Officer	Community members
Director of Council and Community Services	NT Police, Clinics, Clubs, Shelters, etc
Community Services Managers (Wadeye, Peppimenarti & Palumpa)	Department of Prime Minister and Cabinet and other Government Agencies
Night Patrol Team Leaders and Team Members (Wadeye, Peppimenarti & Palumpa)	NGO's, schools, safe houses, youth program co-ordinators, other community organisations and community residents .

### Specific Duties

1. Deliver CNP services to the communities of Wadeye, Palumpa and Peppimenarti.
2. Monitor the operation and performance of each of the Council's community night patrol services including staffing levels to maintain program delivery.
3. Facilitate community engagement on an ongoing basis to ensure community night patrol services meet communities' needs and priorities.
4. Support Team Leaders and community patrollers to ensure children are at home or in another safe location with a parent or carer at night.
5. Facilitate links with schools and School Attendance Officers where present.
6. Manage the community night patrol service's budget allocation, in consultation with the Director of Council and Community Services.
7. Manage community night patrol staff leave, rosters and time sheets.
8. Conduct quarterly staff performance reviews.
9. Ensure that staff maintain current drivers licences, WWVC cards and clear criminal history checks at all times.

10. Oversee community night patrol staff training, in line with the training requirements specified by the Department, including through the operational framework.
11. Manage and maintain assets, keeping the Director of Council and Community Services informed of upkeep and any damage or replacement needs of these assets.
12. Work with other community members and night patrol staff to promote and raise awareness of the service in each community.
13. Work with the WDRC Manager Grants to provide the Department with reporting required by the funding agreement 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.
14. Liaise with & advise NT Police & Director of Council and Community Services on issues regarding criminal activity.
15. Provide advice and support to staff to provide information and assistance to community members that will reduce anti- social behaviour and threats of self harm by linking them with services such as safe houses or medical assistance.
16. Maintain a safe staff working environment.
17. Carry out any other duties as directed by the Director of Council and Community Services.

## Selection Criteria

### Desirable

#### Authority and Accountability

- 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
- Proven experience communicating with stakeholders at all levels

#### Judgement and Problem Solving

- 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, in order to achieve maximum engagement and understanding from community members and staff.

#### Specialist Knowledge and Skills

- A working knowledge of Workplace Health and Safety Regulations.
- Proven ability to provide on time and accurate reports.
- Relevant industry knowledge in the field of night patrol services or similar service

#### Management Skills

- Demonstrated experience mentoring and coaching staff
- Manage and provide accurate reporting and record keeping for allocated budget
- Identify and seek new opportunism to strengthen and enhance program

#### Interpersonal Skills

- Personal integrity.
- Strong communication skills both verbal & written.
- 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.
- Adaptive conflict resolution skills.
- A reasonable level of fitness and positive attitude toward health & well-being.

**Qualifications and experience**

- Qualifications in welfare, social or community service work would be desirable.
- Current first aid certificate or willingness to obtain.
- Current Working with Vulnerable Children (WWVC) card or willingness to obtain.
- Current Drivers Licence.
- Clear criminal history check.
- Previous experience in a similar role will be highly regarded.

**Approval**

This appointment is permanent and the appointed applicant will 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.



Matthew Eastham  
Chief Executive Officer

I \_\_\_\_\_ have read, understood and agree to the above position description and accept the employment appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)