



POSITION DESCRIPTION

Community Night Patrol Team Leader

Position	Community Night Patrol Team Leader
Classification Level	Level 3
Location	Nganmarriyanga
Reports to	Community Night Patrol Manager

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, 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 Community Night Patrol Team Leader is responsible for the delivery of effective night patrol activities and implementing initiatives that will create a safer environment for all members of the West Daly Regional Council community.

ROLE RELATIONSHIPS

Internal	External
<p>Director of Council and Community Services Community Services Managers Community Night Patrol Manager and Team Members Local Community Staff</p>	<p>Government representatives NT Police, Health Clinic, Shelters, School and other Community Stakeholders Department of Prime Minister and Cabinet and other Government Agencies NGO's and other service providers</p>

DUTIES

Primary Tasks

The Community Night Patrol Team Leader will:

- Deliver a range of community safety initiatives in accordance with specific service agreements. The initiatives include but are not limited to:
 - Regularly patrol the community to ensure the safety & wellbeing of all residents is maintained and diffuse difficult situations.
 - Provide advice, 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.
 - Return children who are unsupervised outside of normal hours, to their homes or another safe location, to a parent or carer;
 - Relocate vulnerable community members to a safe environment with their consent (ie a relative's home, Safe House or medical facility);
 - defusing violent situations offering protection to vulnerable community members, where it is safe to do so, and contacting Police as required;
 - Divert community members affected by alcohol away from unnecessary contact with the criminal justice system and making referrals to social services agencies to follow up on support needs of clients, (ie children and youth who are at risk from substance abuse and assault, community members with mental health concerns, in violent relationships or presenting with addiction issues); and
 - providing information to police as requested or required by law.
- Ensure staffing levels are adequate and that staff are wearing appropriate PPE to efficiently & effectively maintain the night patrol program.
- Ensure staff timesheets are completed in an accurate and timely manner.
- Ensure appropriate documentation such as Incident Reports, Patrol Sheets and Service Agreement Consent Forms are maintained and submitted.

- Monitor the cultural activities within the community and report to the Community Night Patrol Manager when there are important events, such as sorry business and other cultural business.
- Maintain a safe staff working environment.
- Ensure that Workplace Health & Safety regulations set by Council are adhered to.
- Carry out any other duties as directed by the Community Night Patrol Manager.

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 staff 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 Community Night Patrol Manager.

SELECTION CRITERIA

Essential Qualifications & Experience

- Certificate III in Community Safety – or equivalent (or studying towards attainment).
- 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 confidently and positively intervene in unsafe situations.
- 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.
- Good literacy and numeracy skills, and ability to write basic reports to record events.
- Possess or willingness to attain basic administrative skills including computing skills to input and maintain data.
- Good understanding of work health and safety in the workplace.
- 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.
- Ability to work with limited: supervision, staff and direction.
- Ability to exercise clear and concise judgement when managing work priorities and community expectations.
- A working knowledge of Workplace Health and Safety Regulations.
- Proven ability to provide on time and accurate reports.
- Ability to manage and direct staff.
- 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

APPROVAL

Matthew Eastham
Chief Executive Officer

Dated: _____

Created

Version