Position Title: Coordinator Night Patrol

Directorate: Community Services
Function: Community Safety
Level: 7

Position Objectives

- Commit to the core values of the Council
- Achieve objectives and strategies relevant to the Council Strategic Plan
- Ensure that the responsibilities of this position are carried out in accordance with relevant legislation, Council policies and management guidelines.

Organisational Relationships

<table>
<thead>
<tr>
<th>Responsible to (immediate supervisor)</th>
<th>Manager Community Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision of (direct)</td>
<td>Team Leader Night Patrol</td>
</tr>
</tbody>
</table>

Position Responsibilities

- Oversee the planning, development, implementation and evaluation of Remote Area Night Patrols in designated communities according to the requirements of the Program Funding Agreement objectives and program specific conditions.
- Provide strategic input into community safety measures required for the successful operation of Night Patrols in remote communities.
- Coordinate the recruitment of local staff in conjunction with the relevant Team Leader
- Contribute to the development and implementation of policies and procedures to support the effective delivery of programs
- Maintain records & documents providing accurate and timely reports to the service manager
- Support, mentor and coach team leaders and assistants to build capacity at a local level
- Provide formal training and development to program service staff
- Supervise, review, evaluate and manage the performance of program service staff
- Assist in operational/strategic planning and contribute to the development of new initiatives and funding opportunities in collaboration with the service manager
- Work with local teams, clients and families to ensure the program is delivered in a culturally appropriate manner
- Travel to and work in a range of remote service delivery centres involving overnight stays and extended periods including covering team leader absences when required
- Work effectively in a culturally diverse environment
- Exercise duty of care for self and others as per Work Health and Safety legislation
- Embrace and demonstrate the values of the Council in all work tasks
- Any other duties as requested

Skills & Abilities

- Provide professional services and advice
- Asses a range of options with elements of complexity to reach decisions, solve issues and make recommendations with assistance available from other professional specialists
- Considerable knowledge, experience and skills in specific areas
- Participate in professional discussions to resolve problems, explain policy and reconcile viewpoints
- Write detailed reports and/or prepare external correspondence
- Accountable for the management of physical and human resources
- Accountable for meeting key performance indicators within work area as well as the quality and timeliness of others work
Position Title: Coordinator Night Patrol

Travel Requirements
Approximately 70% of work time will be spent travelling to and working in remote communities including overnight stays.

Physical Requirements
- Sitting for extended periods
- Working indoors in an office environment
- Travel on unsealed roads

Selection Criteria
- Relevant vocational training and at least 5 years relevant work experience in Community Services or other social welfare discipline.
- Proven leadership, performance management, training and mentoring skills and experience.
- Experience in or understanding of night patrol services in the Northern Territory.
- Experience in establishing and maintaining positive working relationships with internal and external stakeholders.
- Demonstrated understanding of and sensitivity to Indigenous Australian communication and negotiation protocols.
- Ability and willingness to travel to remote communities for extended periods of time.
- Current Drivers licence with 4x4 driving experience preferred.

It is a requirement of this position that the successful applicant consent to the Council conducting a criminal history check. Although an individual may commence work prior to the results of the check being received ongoing employment and official appointment to the position will only be confirmed after verification that there is no significant or relevant criminal history record.

It is also a requirement of this position that the successful applicant obtains and maintains NT Working With Children Ochre Card. Although an individual may commence work, with an exemption from the relevant department, prior to the card being issued, ongoing employment and official appointment to the position will only be confirmed after the Ochre Card has been received. Loss of the Ochre Card constitutes loss of an essential requirement of the position and may result in termination of employment.