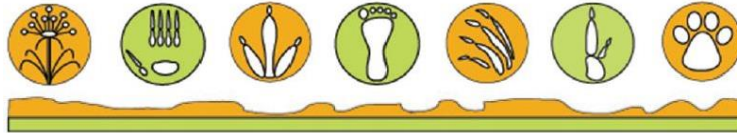


BARKLY REGIONAL COUNCIL



Community Safety Coordinator (1321000)

1. Position Objectives

The Community Safety Coordinator is responsible for ensuring that the Community Safety Service within the Barkly Regional Council remains a dynamic and impactful program aligned with the objectives of the Community Safety and Wellbeing Program (Night Patrol) under the Department of Prime Minister and Cabinet's operational framework.

This role involves coordinating community safety activities and serving as a key liaison between the Council, service providers, emergency services, and non-government organizations across identified communities within the Barkly Regional Council region.

It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.

2. Key Responsibilities

Program Coordination and Delivery

- Establish and coordinate community safety activities across identified communities to achieve outcomes set by the Australian and Territory Governments.
- Assist Night Patrol Team Leaders in delivering key outcomes related to community safety.
- Deliver programs and information to increase community safety awareness.

Stakeholder Engagement and Liaison

- Serve as a liaison between community members, Local Authorities, Elders, Traditional Owners, Council Service Providers, Emergency Services, and Non-Government Organisations.
- Work with Police and key stakeholders to develop and maintain community safety action plans.
- Collaborate with other Community Safety Service Providers to implement effective strategies addressing safety concerns.

Reporting and Administration

- Prepare reports aligned with the program's community safety objectives.
- Conduct briefings and debriefings for staff in response to critical incidents.
- Perform administrative tasks as required and represent the service at meetings in a professional manner.

Community Engagement and Travel

- Gather intelligence on safety issues through culturally appropriate engagement with community members and stakeholders.
- Regularly travel to identified communities to promote well-being and ensure services meet local needs.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Respond to customer queries promptly and in a professional manner.

- Actively participate in Work Health Safety (WHS) and emergency management, reporting and incident management processes and procedures.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services. Our values are founded in the service standards and are lived out through our interactions with each other.

- We believe that all people in all communities are equal in dignity and have equal rights.
- Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- Our employees value the contributions of clients and communities and foster local community-driven services.
- Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Organisational Relationship

Position Title:	Community Safety Coordinator (1321000)
Reports to:	Regional Manager Community Safety and Safe House (1320000)
Department:	Community Services
Supervises:	Night Patrol Team Leaders Night Patrol Officers
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager Community Safety and Safe House Specialist DFV Coordinator Administration Officer – Night Patrol Night Patrol Team Leaders Night Patrol Officers Area Managers Other Council Staff

External Liaison: Government and Non-Government Departments
Suppliers
Other External Organisations and Stakeholders
Rate Payers, Residents, and Visitors

4. Wages and Allowances

Classification: Level 8 Pay Point 1
Barkly Regional Council Enterprise Agreement 2023

Status: Full-Time Permanent (38 hours per week)

Annual Salary: \$87,014.91 (\$3,346.73 gross per fortnight)

Zone Allowance: Tennant Creek Zone Allowance \$1.8900 per ordinary hour

SCG: 11.5%

Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated relevant experience working with Aboriginal people.
- Demonstrated ability to work in a small team environment.
- Demonstrated experience in Community Safety programs or similar.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to work in a remote and sometimes demanding environment.
- A genuine appreciation of Indigenous people and their culture.

Change Management:

- Ensure compliance with /adherence to all legislative requirements and best business practices at all times.
- Ability to promptly respond to changed circumstances
- Ability to identify and report issues within the context of the role to the Regional Manager Night Patrol.
- The ability to implement processes and procedural changes as directed.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

5. Essential Criteria – Qualifications, Skills, and Experience

- 1. Relevant qualifications or demonstrated experience in Community Safety/Community Engagement programs.
- 2. Demonstrated background in remote community development.
- 3. Current National Police Criminal History Check (within the last 3 months).
- 4. Current Northern Territory Working with Children Check (Ochre Card).
- 5. Current Driver’s Licence with 4WD remote area skills.

6. Desirable Criteria – Qualifications, Skills, and Experience

- 1. Experience in community safety issues.
- 2. Experience in gathering information for project strategic planning.

7. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Chris Kelly
Chief Executive Officer

8 / 12 / 2024
Date

8. Acceptance

I, _____ have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

____/____/____
Date