

Coordinator Community Safety

Position Description



Position number	Multiple Positions
Directorate	Community Services
Department	Community Safety
Immediate Supervisor	Manager Community Safety
Supervising Positions(s)	Team Leader Community Safety
Level	OP 6 – Operational

Position Approval

Belinda Urquhart
Chief Executive Officer
06/09/2024
Review and Approval Date

Position Objective

Coordinate the effective delivery of Community Safety programs in designated MacDonnell Regional Council (MRC) communities

Key Duties and Responsibilities

- Oversee the delivery of the Community Safety program in several remote communities.
- Provide regular monitoring, field support and ongoing training to local teams to ensure all funding requirements are being met.
- Support local team leaders to attend community meetings on behalf of the MRC Community Safety program.
- Ensure the maintenance and management of community safety facilities, vehicles and resources is completed as required.
- Provide induction and on the job training for new staff including supporting the achievement of Certificate III in Community Night Patrol.
- Recruit, supervise and mentor community night patrol staff.
- Contribute to building the capacity of local Indigenous staff and create pathways for career progression.
- Undertake performance management processes as required.
- Collect accurate service delivery data and statistics.
- Complete a variety of reports including, service delivery, local authority and incident reports.
- Contribute to continuous improvement of the Community Safety program.
- Complete administrative tasks to support the operation of the department.
- Participate in the planning, development, and evaluation of MRC's Community Safety program including assisting in strategic planning and contributing to the development of new initiatives and funding opportunities in conjunction with Manager Community Safety and other coordinators.

Skills and Attributes

- Empathetic, compassionate, respectful and culturally conscious of remote Indigenous culture.
- High level people skills with demonstrated ability to develop and sustain relationships with a diverse range of people and stakeholders.
- Demonstrated ability to take direction, work as a cooperative team member; and to comfortably work autonomously, with good time management skills.
- Demonstrated well developed communication and leadership skills, with the ability to motivate and mentor local community team members, fostering independence and increased local ownership of the service.
- Analytical decision-making skills with a collaborative approach to problem solving, the ability to use common sense, be flexible; and to take initiative.
- Ability to manage financial and physical resources, to complete objectives of the program, whilst remaining within a set budget.

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Role Requirements

Essential

- Diploma level qualification in Community Services or a related field or equivalent experience.
- Extensive experience in a position involving high levels of community engagement.
- Twelve (12) months experience within a leadership role including training and mentoring experience.
- High level literacy, numeracy and administrative skills, including digital technologies, data and completing standard reports.
- Strong stakeholder engagement, conflict management and mediation skills.
- Demonstrated ability to work in a culturally and linguistically diverse environment.
- Current NT Manual Drivers Licence.
- Current First Aid Certificate or the willingness to obtain.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

Desirable

- Certificate IV in Training and Assessment.
- Knowledge of the community safety program and associated statutory, legal and contractual obligations.
- Experience operating a 4WD vehicle on unsealed roads.
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs and approximately 75% of work time will require travel work in remote communities – including overnight and extended stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight/heat
- Manual handling of objects above 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

