

Coordinator Community Safety

Position Description



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

Position Approval

Libby Taylor
Executive Manager Youth &
Community Safety

26/06/2026

Review and Approval Date

Position Objective

Responsible for coordinating 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 a number of remote communities
- Provide regular monitoring, support and ongoing training to local teams to ensure all funding requirements and Council KPI's are being met
- Ensure the maintenance and management of Community Safety facilities, vehicles and resources
- Provide induction and on the job training for new staff including supporting professional development opportunities
- Recruit, supervise and mentor local Community Safety staff
- Contribute to building the capacity of local indigenous staff and create pathways for individual progression
- Undertake performance management processes as required
- Collect accurate service delivery data and statistics on the Community Safety app
- 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
- Work with a team of coordinators supporting Community Safety teams in remote locations
- Build relationships with local community stakeholders and encourage the local teams to attend stakeholder meetings.
- Manage financial and physical resources, to complete objectives of the program, whilst remaining within a set budget
- Any other additional duties as requested

Skills and Attributes

- Ability to develop and sustain relationships with a diverse range of people and stakeholders
- High level of communication skills and the ability to be able to communicate in a linguistically and culturally diverse environment
- Ability to take direction, work as a cooperative team member; and to comfortably work autonomously, with good time management skills
- Possess leadership skills, with the ability to motivate and mentor local community team members, fostering independence and increased local ownership of the service
- Ability to train and capacity build remote community staff

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- Analytical decision making skills with a collaborative approach to problem solving
- Ability to be flexible and adapt to evolving situations

Role Requirements

Essential

- Diploma level qualification or relevant experience
- 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

- Cert 4 Training and Assessment
- Knowledge of the Community Safety Program
- Experience operating a 4WD vehicle on unsealed roads
- Previous experience in working for an organisation operating across multiple remote 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

