

COMMUNITY NIGHT PATROL MANAGER



Position:	Community Night Patrol Manager
Classification Level:	Level 5 to 6 dependent on experience
Temporary:	Full time Temporary Position (12 months)
Reports to:	Regional Services Manager

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical behaviour – this position will have access to sensitive information. It is imperative that the Community Night Patrol Manager displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service – all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

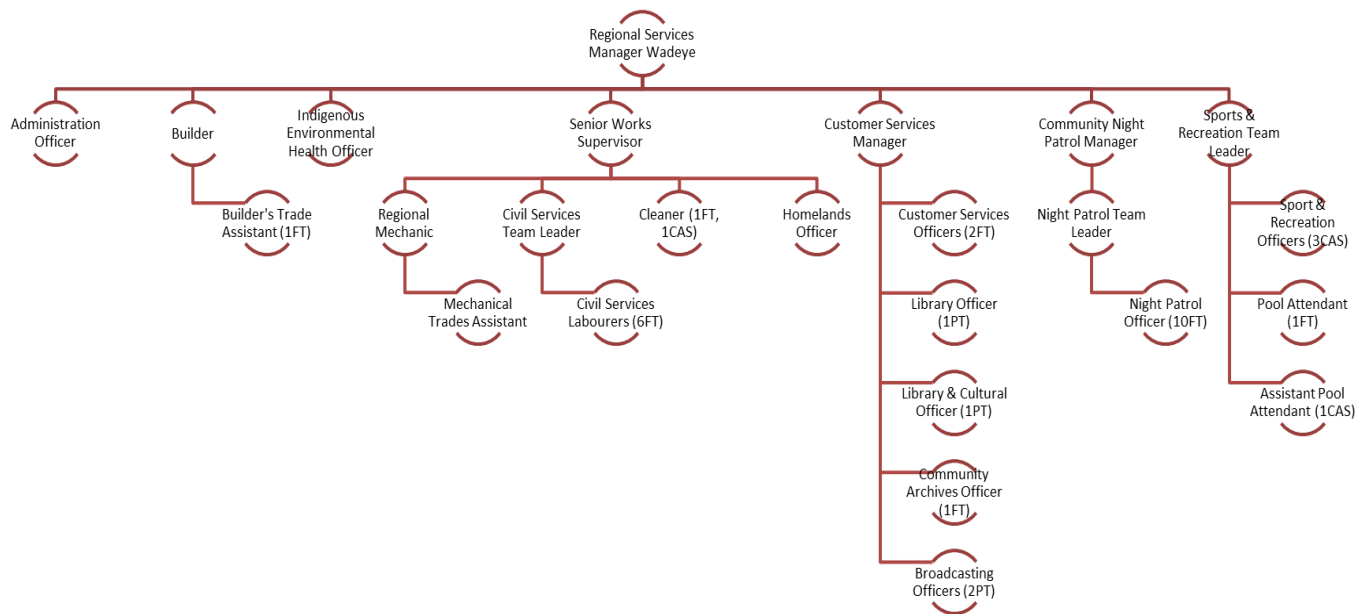
Summary of Position

This position is responsible for monitoring the operation and performance of each of the Council's community night patrol services in the communities of Wadeye, Palumpa and Peppimenarti.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants
	Community members

Organisational Relationship



Specific Duties

1. Monitor the operation and performance of each of the Council's community night patrol services.
2. Facilitate community engagement on an ongoing basis to ensure community night patrol services meet individual communities' needs and priorities through consulted and agreed upon hours and days of operation.
3. Facilitate management of the relationship between each community patrol and the local NT police through a Memorandum of Understanding.
4. Liaise with the Department, GECs, IEOs, NT Police (through a Memorandum of Understanding) and other key stakeholders for the service provider.
5. Support team leaders and community night patrollers to ensure children are at home or in another safe location with a parent or carer at night and remind parents of their responsibility to provide a safe, quiet place for children to sleep. Community night patrol managers also need to ensure community night patrol staff remind parents they should help the children to prepare for school each day and make sure they arrive safely.
6. Facilitate links with schools and School Attendance Officers where present.
7. Manage the community night patrol service's budget allocation.
8. Manage community night patrol staff leave, rosters and time sheets.
9. Manage community night patrol staff recruitment, retention, reviews and termination.
10. Oversee community night patrol staff training, in line with the training requirements specified by the Department, including through the Operational Framework.
11. Manage and maintain assets, keeping the Department informed of upkeep, any damage to and replacement needs of these assets. Manage night patrol vehicles' maintenance, services and cleanliness.
12. Work with other community night patrol staff to promote and raise awareness of the service in each community.
13. Render information/statistics to the Council as required.
14. Work with the West Daly Council Grants Officer to provide the Department with reporting required by the funding agreement including quarterly performance and financial reports as well as weekly reporting.
15. Prepare monthly reports for Council meetings.

Selection Criteria

Essential

Authority and Accountability

- This position reports directly to the Regional Services Manager, Wadey.
- Responsible for the quality, effectiveness and cost of the Community Night Patrol teams across the three communities.
- Proven ability to make informed and accurate recommendations to the RSM and external agencies regarding the Community Night Patrol program.

Judgement and Problem Solving

- Ability to exercise clear and concise judgement when managing work priorities and community expectations.
- Ability to vary approaches to raising awareness about the Community Night Patrol program within the communities, in order to achieve maximum engagement and understanding from community members and staff.

Specialist Knowledge and Skills

- Demonstrated experience in undertaking Community Night Patrol services, including management of staff and ensuring positive community interactions.
- Demonstrated experience in maintaining strong relationships with community members, police, funding bodies and other key stakeholders.
- Demonstrated commitment to the principles of Work Health & Safety and Equal Employment Opportunities.
- Proven ability to provide on time and accurate reports.

Management Skills

- Ability to effectively lead, train and motivate staff and provide guidance to others in this area.
- Ability to manage assets, including ensuring all Community Night Patrol vehicles are maintained and serviced regularly.

Interpersonal Skills

- Awareness of issues affecting Indigenous people (or demonstrated commitment to learn) to effectively participate in a cross cultural environment.
- Adaptive conflict resolution skills.

Qualifications and experience

- Minimum Certificate II in Community Night Patrol.
- Working with Children Card (OCHRE Card).
- Current NT Drivers Licence.
- Ability to satisfactorily pass a criminal history check/
- At least 2 years experience in a similar role.

Key Performance Indicators

A 12 month operational plan with performance indicators will be developed within 6 months of commencement of employment.

Approval

This appointment is a temporary full time (12 month contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

Created:	22 nd July 2014
Version:	1
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