



# Position Description

Night Patrol Team Leader  
Community Based  
Level 4  
Community Operations

## Special Requirements

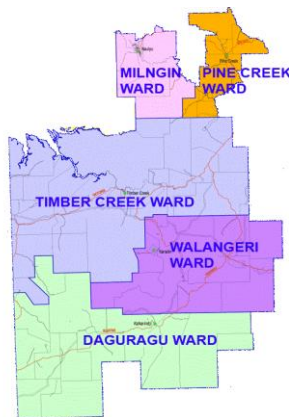
**Prior to Commencement:** The occupant of this position must hold a current Working with Children's Card and have had a recent (within 3 months) Criminal History Check completed.

**After Commencement:** The occupant of this position must enrol, undertake and complete a Cert III in Community Safety.

## Our Vision

Council's vision for the Victoria Daly Regional Council is –

*Moving forward together*

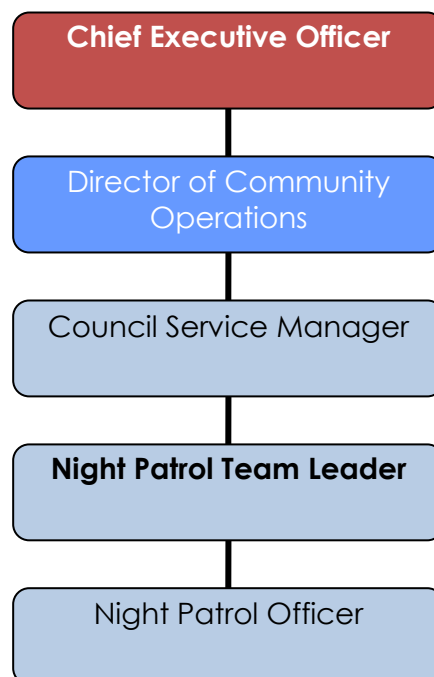


## Our Core Values

Council's key values and principles that are integral in the achievement of our vision are –

Respect  
Integrity  
Honesty  
Openness  
Equality

## Organisational Structure



**This position reports to:** Council Service Manager

## Position Purpose

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This position is responsible for patrolling the community operations of the Council in the community and surrounding ward.

## Key Performance Measures

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### Work Quality

- To ensure the ever-changing needs of our communities, funders, relevant stakeholders and employees, are being met.
- Compliance with legislation and funding agreements.
- Value is added to Council by emphasising a continuous commitment through an ongoing process of education, communication, evaluation for the constant improvement of our services.

### Reliable conduct and behaviour

- Code of Conduct is demonstrated with the commitment to the Councils vision and values.
- Modelled high standard of behaviour and work ethic for others to follow
- Deadlines and timelines met, exceptions reported to manager in advance
- Safe work practices developed and followed

### Team Leadership and Relationships

- Effective working relationships within your team, the Council, communities and external agencies; conflicts are to be managed constructively

### Problem Solving

- Potential problems drawn to the attention of your Manager as soon as possible
- Demonstrated flexibility to be able to shift priorities and move resources to meet demand

### Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training
- High standards of work quality and behaviour by the team earns respect in communities and within VDRC

## Position Liaises with

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Internal	External
Council Services Manager	Government Representatives
Aged Care Team Leader	Community Organisation Representatives
All Council Staff	Local Government Of the Northern Territory (LGANT) staff
Work Health and Safety Consultant	Consultants
Service users	Community members

## Specific Duties

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1. Ensure staffing levels are adequate to efficiently & effectively maintain the night patrol program and time sheets are maintained.
2. Ensure appropriate documentation such as Incident Reports, Patrol Sheets and Service Agreement Consent Forms are maintained and submitted.
3. Regularly patrol the community to ensure the safety & well being of all residents is maintained and diffuse difficult situations.
4. Liaise with & advise local police force & Night Patrol Manager on issues regarding criminal activity.
5. Provide advice, information and assistance to community members that will reduce anti-social behaviour and threats of self harm by linking them with services such as safe houses or medical assistance.
6. Maintain a safe staff working environment
7. Ensure that proper Occupational Health & safety regulations set by Council are adhered to.
8. Carry out any other duties as directed by the Night Patrol Manager and Council Service Manager

## Selection Criteria

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### Essential

1. Ability to manage & direct staff efficiently
2. Ability to work with limited supervision and direction
3. Personal integrity
4. Strong communication skills both verbal & written.
5. Good interpersonal skills and friendly disposition.
6. A high level of fitness and positive attitude toward health & well-being
7. Relevant industry knowledge in the field of night patrol services.
8. A working knowledge of Workplace Health and Safety Regulations
9. Previous experience in a similar position.
10. Holds a current C Class driver's licence.
11. Qualifications in welfare, social or community service work or similar.
12. Be prepared to undertake a Cert III in Community Safety.
13. A current criminal history check.
14. Holds a current Working with Children's Card.
15. A current First Aid Certificate.

### Approval

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The position holders employment conditions are as set out in their letters of offer and in the *Victoria Daly Regional Council Enterprise Agreement 2013-2015* ("the EA") and must be willing to adhere to the Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



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Stuart Duncan – Chief Executive Officer

Created:	July 2008
Version:	2
Updated:	November 2014