

# NIGHT PATROL TEAM LEADER - WADEYE



<b>Position:</b>	<b>Night Patrol Team Leader Wadeye</b>
<b>Classification Level:</b>	Level 4.1
<b>Temporary:</b>	Full time Temporary Position (12 months)
<b>Reports to:</b>	Community Night Patrol 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 Night Patrol Team Leader 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.

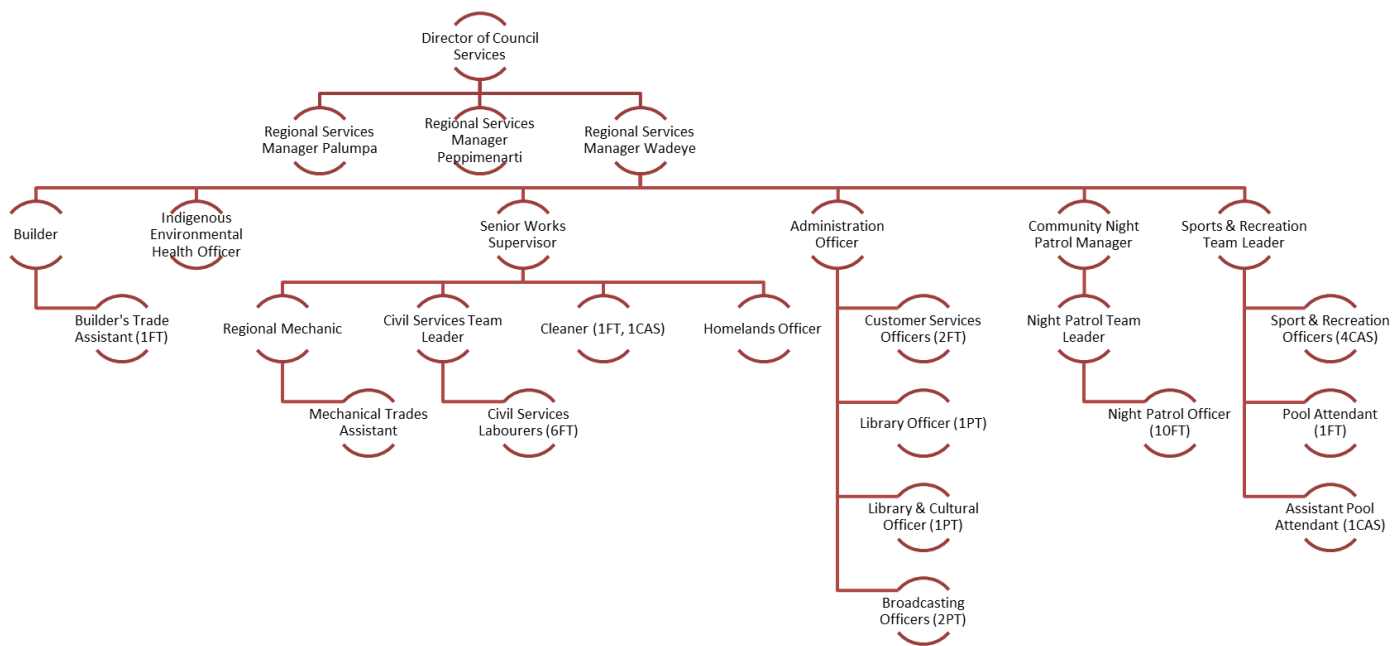
## Summary of Position

This position will work closely with the community and the Community Night Patrol Manager to ensure that the Night Patrol meets local community needs and funding agency objectives are met.

## Position Liaises with

<b>Internal</b>	<b>External</b>
Chief Executive Officer	Wadeye Community members
Night Patrol Manager	Local Police Force in relation to Wadeye
Regional Service Managers	Other stakeholders with <b>direct permission</b> from Night Patrol Manager
All Council Staff	

## Organisational Relationship



## Specific Duties

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 & Community 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 Workplace Health & Safety regulations set by Council are adhered to.
8. Carry out any other duties as directed by the Community Night Patrol Manager and Regional Services Manager.

## Selection Criteria

### Desirable

#### Authority and Accountability

- This position reports directly to the Community Night Patrol Manager, Wadeye.
- Proven ability to make informed and accurate recommendations to the Community Night Patrol Manager and external agencies regarding the Community Night Patrol program.
- Ability to work with limited supervision, staff and direction.

#### 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**

- A working knowledge of Workplace Health and Safety Regulations.
- Proven ability to provide on time and accurate reports.
- Relevant industry knowledge in the field of night patrol services.

### **Management Skills**

- Ability to manage and direct staff efficiently.

### **Interpersonal Skills**

- Personal integrity.
- Strong communication skills both verbal & written.
- Good interpersonal skills and friendly disposition.
- Awareness of issues affecting Indigenous people (or demonstrated commitment to learn) to effectively participate in a cross cultural environment.
- Adaptive conflict resolution skills.
- A reasonable level of fitness and positive attitude toward health & well-being.

### **Qualifications and experience**

- Qualifications in welfare, social or community service work would be desirable.
- The ability to obtain Certificate III in Community Night Patrol.
- Current first aid certificate.
- Obtain or ability to obtain a Working with Children (OCHRE) card.
- Current NT Drivers Licence.
- Ability to satisfactorily pass a criminal history check.
- Previous experience in a similar role will be highly regarded.

### **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.




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Glenda Teede  
Chief Executive Officer

Created:	22 <sup>nd</sup> July 2014
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