



## JOB OVERVIEW


<b>JOB TITLE</b>	Community Safety and Wellbeing Manager		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	38 hours
<b>DIVISION / DEPARTMENT</b>	Community Safety and Wellbeing	<b>SALARY</b>	
<b>DIRECT REPORTS</b>	RSAS Coordinator/Night patrol zone Manager, Sport & Recreation Team Leaders, Broadcasting Officers	<b>WORKING CONDITIONS</b>	Working remotely with remote travel required and stays in remote communities
<b>REPORTS TO</b>	CEO	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2021-2023.

## POSITION DETAILS

<b>JOB PURPOSE</b>	The Community Safety and Wellbeing Manager will specifically manage the Night Patrol Program, Remote School Attendance Strategy (RSAS) Program, Sport & Recreation, Radio Broadcasting and general programs that may include but not limited to other community services contracts if required.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Provide a high standard of Night Patrol, Sport &amp; Recreation, Remote School Attendance, Radio Broadcasting services for the communities.</li><li>2. Management of staff and administrative aspects of the program in an efficient and effective way.</li><li>3. Continued appropriate planning and development of services.</li><li>4. Manage the all Programs in accordance with the Funding Agreement, Operational Plans and Frameworks as provided by the funding body.</li><li>5. Work together with other Council Operation Managers to develop joint ventures and participation to achieve the outcomes of the Operational Plan.</li><li>6. Develop and manage an effective administration system within the program, based on team building principles, keeping such systems under review.</li><li>7. Manage staff performance, incident and reporting requirements for funded programs.</li><li>8. Facilitate submissions to Government for the development of programs.</li><li>9. Ensure that the programs operate in accordance with the relevant Funding Agreement, policies, standards and funding guidelines.</li><li>10. Ensure all appropriate records and reports are maintained in accordance with all legal requirements, Council policies and Government departmental requirements and are completed accurately and on time.</li><li>11. Take an active role in Emergency Evacuations and be prepared to carry out any emergency response tasking in accordance with Community Emergency Response Plans.</li><li>12. Maintain a safe working environment and ensure that relevant Work Place Health and Safety regulations are adhered to.</li><li>13. Carry out any other duties as directed by the CEO.</li></ol>

## QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

<b>EDUCATION REQUIREMENTS</b>	<ol style="list-style-type: none"><li>1. Tertiary qualification or relevant industry knowledge in the field of alcohol and other drugs case management, counselling, training, referral and community education services (essential).</li><li>2. Tertiary qualification in community services or community safety or a related field.</li></ol>
<b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b>	<ol style="list-style-type: none"><li>1. Proficient computer skills including Word processing and computerised systems.</li><li>2. Superior interpersonal, written and oral communication skills to communicate effectively and produce written reports of quality and relevance.</li><li>3. High level of organisational and time management skills.</li><li>4. Sound innovative problem solving and decision-making skills.</li><li>5. Ability to initiate the development of appropriate management plans and processes.</li><li>6. High ethical standards and personal integrity.</li><li>7. A good general working knowledge of the policies and practices of the council and its services and a good understanding of the Departments Operational Plan.</li></ol>

	8. Knowledge of the functions of and responsibilities associated with government funding 9. Relevant industry knowledge in the field of anger management and provision of material aid. 10. A working knowledge of financial processes, including the setting, reviewing and controlling of budgets. 11. A working knowledge of workplace Health and Safety Regulations.		
OTHER REQUIREMENTS	1. Criminal History Check (Recent within 3 months) 2. A current Working with Children's Card. 3. A current driver's licence.		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2021-2023.		
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	10/11/21