**POSITION DESCRIPTION**

**Project Officer – Crime Prevention Strategy**

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| --- | --- | --- | --- |
| **Position Number:** | TBA | | |
| **Directorate:** | Strategy, Community & Development | | |
| **Division:** | Strategy & Place | | |
| **Supervisor:** | Coordinator Community and Cultural Development | | |
| **Classification:** | **Band: 2** | **Level: 3** | **Grade:** 8 |
| **Tenure:** | Temporary 6 Months | | **Hours of Work:** |
| **Primary Location:** | Tumut Community Development Office | | |

**Position Purpose**

* To create a crime prevention strategy and implementation plan

**Scope:**

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| --- | --- |
| **Budget Responsibility** | **Staff Management Responsibility** |
| $0 | **0** |

**Reporting Structure:**

Youth Development Officer

(1 FTE)

You

Coordinator Community and Cultural Development

(1 FTE)

Division Manager Strategy and Place

Project Officer – Crime Prevention

(1 FTE – Temp)

Events Officer

(1 FTE)

Community Development Officer

(1 FTE)

**Key Result Areas:**

1. Collect and interpret demographic, business, cultural and social data for the Council;
2. Collect and interpret crime data for the area – including major crime types, offenders, hotspots and times;
3. Liaise with key stakeholders, in particular police, to gain an understanding of local crime and its drivers;
4. Identify key strategies for addressing key crimes, paying regard to suitability for the local area including cost, impact and capability ;
5. Identify who will implement these strategies and possible funding sources
6. Draft a Crime Prevention Plan incorporating the above elements and including a schedule for implementing projects, programs and policies; and
7. Identify funding streams for implementing the Plan, including internal Council funding, local community funding, state and Commonwealth funding grants
8. Create comprehensive progress reports and financial acquittals at regular intervals.

**SELECTION CRITERIA**

**ESSENTIAL**

1. Relevant tertiary qualifications and experience.
2. Relevant experience working within a community capacity building and development practice.
3. Demonstrated experience, knowledge and understanding of community safety and crime prevention in relation to local communities.
4. Proven ability to liaise effectively with a range of stakeholders including community groups, staff, and government officers
5. Previous experience in developing crime prevention plans or other community plans
6. Current Driver’s Licence.

**DESIRABLE**

1. Have an awareness of the local demographic and issues
2. Demonstrated ability to work as a member of a multidisciplinary team
3. Experience in and a good understanding of local government.

*‘Leading, engaging & supporting strong & vibrant communities’*

