



JOB OVERVIEW


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| JOB TITLE | Night Patrol Team Leader | | |
| JOB LOCATION | Community Based | WEEKLY HOURS | Full-Time |
| DIVISION / DEPARTMENT | Agency Services | SALARY | Level 4 |
| DIRECT REPORTS | Nil | WORKING CONDITIONS | After commencement, the occupant of this position must enrol, undertake and complete a Cert III in Community Safety. |
| REPORTS TO | Manager Community Safety & Wellbeing | EMPLOYMENT CONDITIONS | Victoria Daly Regional Council Enterprise Agreement 2018-2021. |

POSITION DETAILS

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| JOB PURPOSE | This position is responsible for the community patrol operations of the Council in the community and surrounding ward. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Ensure staffing levels are adequate to efficiently and 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 and wellbeing of all residents is maintained and diffuse difficult situations. 4. Liaise and advise with local police and 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 and or medical assistance. 6. Maintain a safe working environment, ensuring that proper Occupational Health and Safety regulations set by Council are adhered to. 7. Carry out any other duties as directed by the Night Patrol Manager and Council Service Manager. |

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

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| EDUCATION REQUIREMENTS | <ol style="list-style-type: none"> 1. Certificate III in Community Safety or equivalent (essential). 2. Qualifications in welfare, social or community service work or similar (desirable). 3. A current First Aid Certificate (essential). |
| EXPERIENCE & KNOWLEDGE REQUIREMENTS | <ol style="list-style-type: none"> 1. Ability to manage and direct staff efficiently. 2. Ability to work with limited supervision and direction. 3. Personal integrity. 4. Strong communication skills both verbal and written. 5. Good interpersonal skills and friendly disposition. 6. A high level of fitness and positive attitude toward health and wellbeing. 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. |

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| OTHER REQUIREMENTS | <ol style="list-style-type: none">1. National Criminal History Check – issued within the last 3 months2. Valid Working with Children's Clearance Card3. Certificate III in Community Safety4. Current First Aid Certificate5. Valid Australian 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 2018-2021. | | |
| APPROVED BY JOANNE SANGSTER CHIEF EXECUTIVE OFFICER |  | DATE APPROVED | 8 th March 2019 |