




JOB OVERVIEW			
JOB TITLE	Night Patrol Officer		
JOB LOCATION	Community Based	WEEKLY HOURS	Part-Time Hours
DIVISION / DEPARTMENT	Agency Services	SALARY	Level 1 – 2
DIRECT REPORTS	Night Patrol Team Leader	WORKING CONDITIONS	Must enrol, undertake and complete a Certificate III in Community Safety.
REPORTS TO	Council Service Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.
POSITION DETAILS			
JOB PURPOSE	This position is responsible for patrolling the community operations of the Council in the community and surrounding ward.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Patrol the community to ensure the safety and well-being of all residents is maintained. 2. Liaise with local police force on issues regarding criminal activity. 3. Maintain a safe staff working environment. 4. Ensure that proper Occupational Health & Safety regulations set by Council are adhered to. 5. Carry out any other duties as directed by the Night Patrol Team Leader. 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Certificate III in Community Safety or equivalent (essential). 2. A current First Aid Certificate (essential). 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Ability to work with limited supervision and direction. 2. Personal integrity. 3. Good interpersonal skills and friendly disposition. 4. A high level of fitness and positive attitude toward health and well-being. 5. Relevant industry knowledge in the field of night patrol services. 6. Well-developed communication and negotiation skills and the ability to be sensitive. 7. Ability to maintain client confidentiality. 8. A working knowledge of Workplace Health and Safety Regulations. 9. Previous experience in a similar position. 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. A current Working with Children's Card 3. A Cert III in Community Safety 4. A current First Aid Certificate 5. 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 2018-2021.		
APPROVED By JOANNE SANGSTER CHIEF EXECUTIVE OFFICER			DATE APPROVED 15 May 2019