



JOB OVERVIEW			
JOB TITLE	Community Safety and Wellbeing Support Officer		
JOB LOCATION	Katherine	WEEKLY HOURS	15hrs Permanent Part-time
DIVISION / DEPARTMENT	Community Safety and Wellbeing	SALARY	Level 3 (\$30.62 – \$32.95 per hour).
DIRECT REPORTS	None	WORKING CONDITIONS	Based in Katherine Regional Office
REPORTS TO	Community Safety and Wellbeing Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021 - 2023.
POSITION DETAILS			
JOB PURPOSE	This position will provide administrative support and assistance to the Community Safety and Wellbeing Unit.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide effective administrative support to the Community Safety and Wellbeing team. 2. Ensure that tasks are performed efficiently, professionally and within deadlines. 3. Coordinate and ensure timesheets, summary and leave forms are submitted approval ready for each pay fortnight. 4. Coordinate and ensure the new employee human resource requirements such as inductions and commencement paper work are undertaken and processed. 5. Coordinate travel booking and logistics for travel and accommodation for team. 6. Ensure data entry is up to date and document stored in the Councils records management system. 7. Ensure confidentiality within the programs at all times. 8. Liaise with staff and stakeholders on various topics as required. 9. Maintain a safe working environment and ensure that proper Work Health and Safety regulations set by Council are adhered to. 10. Comply with all Council policies and procedures. 11. Carry out any other duties as directed by the Community Safety and Wellbeing Manager. 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Sound English language literacy and numeracy (LLN) are required 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Administrative experience 2. Demonstrated high level of written, oral and language skills (English) 3. Sound computer skills 4. Data entry with excellent attention to detail 5. Good interpersonal skills and friendly disposition 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Current NT Drivers Licence 2. Current Working with Children's Clearance (Ochre Card) 3. Criminal History check, valid when issued within the last 3 months 4. Current First Aid Certificate 		
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.		

REVIEWED By RICHARD WATSON COMMUNITY SAFETY & WELLBEING MANAGER		DATE REVIEWED	6/9/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	6/9/21