

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Community Safety Officer</b>
<b>Position Number:</b>	<b>11130</b>
<b>Directorate:</b>	<b>Community Experience</b>
<b>Reports to:</b>	<b>Manager Engagement &amp; Partnerships</b>
<b>Department:</b>	<b>Engagement &amp; Partnerships</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2023</b>
<b>Classification:</b>	<b>Level 6</b>

## 1. POSITION OVERVIEW

The Community Safety Officer is responsible for the development, implementation and coordination of the City's community safety plan and associated responsibilities. This role will work closely with both internal and external stakeholders to ensure that the community's safety priorities are reflected in appropriate strategic and action plans.

### 1.1 Position Objectives

- To coordinate the performance and functions of the Community Safety Portfolio.
- Develop, administer and review processes, policies and strategic plans to ensure alignment with best practice, place-based approaches.
- Provide advice and expertise to both internal and external stakeholders on matters related to local government community safety initiatives.
- Develop and maintain effective relationships with DFES, WA Police and key community stakeholders.
- Actively encourage community participation in community safety initiatives, including assisting and encouraging volunteers within the scope of the Council's community safety programs.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Program Management

- Research, implement & coordinate appropriate projects, programs and services in each town to address community safety and crime prevention needs.
- Be the primary liaison and contact for operational issues related to the City's Community Safety Plan.
- Communicate with a diverse range of stakeholders, which include government departments, industry, local business and community in the development, review and implementation of program objectives and projects.
- Coordinate Community Safety communications and promotions.

### 2.2 Administration Management

- Effectively maintain budgets, monitor income and, expenditure and all required reporting and acquittals.
- Develop and maintain policies and procedures relevant to the operation of the portfolio.
- Investigate and prepare funding applications and partnership agreements that support portfolio projects and initiatives and undertake relevant acquittals.
- Research, prepare and present reports and briefing papers as required.
- Develop and maintain effective communication links with community groups, resource companies and appropriate Government and non-Government agencies.

## **2.3 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

## **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1 Authority and Accountability**

- Works under general supervision of the Manager Engagement & Partnerships
- Works in accordance with approved Council's policies, procedures and guidelines.
- Understanding of local government delegated authority and demonstrated experience working in a community-centric environment
- Ability to exercise a degree of autonomy.

### **3.2 Judgement and Problem Solving**

- Ability to undertake objective critical analysis, distil core issues, present logical arguments and draw accurate conclusions.
- Capacity to anticipate and minimise risks.
- Ability to be innovative and open to providing creative solutions.
- Highly developed time management skills including demonstrated experience in effectively managing multiple projects concurrently.
- Ability to respond appropriately showing initiative in difficult or high-pressure situations.
- Ability to work independently where required, ensuring all decisions align with Council's strategic vision.

### **3.3 Specialist Knowledge and Skills**

- Demonstrated knowledge and experience working in the areas of community safety and crime prevention.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite.
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### **3.4 Interpersonal Skills**

- Highly developed verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy.
- Developed interpersonal and negotiation skills to enable effective communication with internal and external stakeholders.
- Sound negotiation and leadership skills with the ability to influence and reconcile different points of view to achieve desired outcomes.

### **3.5 Qualifications and Experience**

- Tertiary qualification in Community Safety, Community Development, Social Planning or related field
- Demonstrated experience in a similar role or relevant industry experience
- Demonstrated practical experience with contract and project management
- Experience in monitoring, tracking and reporting on capital and operational budgets
- Current C class driver's licence
- Current National (or Federal) Police Certificate (no more than 6 months)
- Working with Children Check