



POSITION DESCRIPTION Regional Coordinator Community

Position Number:	PD 7001	
Directorate:	Community Engagement	
Division:	Community Safety	
Supervisor:	General Manager Community Engagement	
Industrial instrument:	LGIA Award	
Tenure:	Fixed Term Full Time	Hours of Work: 76 hours per fortnight
Primary Location:	Tiwi Islands	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

Operating under the direction of the General Manager Community Engagement and in accordance with Council corporate plans, policies and relevant legislation this position is responsible for:

- Coordinating Night Patrols in identified communities on the Tiwi Islands. The Regional Coordinator will be responsible for the ongoing management of Night Patrols on the Islands including supervision of the Night Patrol Teams, Reporting to Council and funding bodies and management of an allocated budget.
- The Regional Coordinator will work closely with identified communities to ensure Night Patrols meet community needs and liaise with government and non-government service providers including Police, Health services, Schools and Safe Houses to develop and implement effective strategies to address community safety issues.

Responsibilities

The Regional Coordinator is responsible for the effective delivery of the following areas:

- Coordinate Night Patrols in identified communities to ensure successful delivery of outcomes as determined by Australian and Northern Territory governments.
- Develop and implement a Six Month Night Patrol Regional Operational Plan, Risk Assessment and Training schedule for staff
- Monitor and report on the delivery of the Night Patrol program on Tiwi Islands
- Provide supervision, support and leadership to Night Patrol teams ensuring work objectives are achieved.
- Coordinate the preparation of reports against the objectives of the Night Patrol program and the progress of Night Patrols on Tiwi Islands.
- Organise, attend and participate in Community Safety Meetings, engaging with other community safety service providers

Selection Criteria – Essential

1. Demonstrated experience in a senior management role in Night Patrol, Security, Police or similar fields
2. The ability to manage, train and motivate staff to achieve organisation objectives
3. Demonstrated Staff and Budget Management skills
4. Demonstrated ability to deliver in all areas of responsibility
5. Experience in policy implementation, business planning and delivery of projects.
6. Excellent verbal and written communication skills and experience presenting high level report to a range of stakeholders
7. Proven ability to monitor organisational performance, and the ability to identify and implement necessary changes
8. Demonstrated cross Cultural awareness
9. Demonstrated experience in preparing budgets and reporting to funding bodies
10. Must possess an NT Drivers Licence and Ochre card or the ability to obtain one