

## POSITION DESCRIPTION



<b>Position Title:</b> Coordinator Community Safety	<b>Position Number:</b> SAFE-1
<b>Department:</b> Health and Community Safety	<b>Accountable to:</b> Manager Health and Community Safety
<b>Responsible for the supervision of:</b> Safer Streets Patrol	

<b>Primary purpose of the position</b>	To strategically manage and oversee the City's Community Safety and Crime Prevention programs.
<b>Key accountabilities</b>	<ol style="list-style-type: none"> <li>1. Prepare and implement the City of Kalgoorlie-Boulders strategic community safety plan and other guiding documents;</li> <li>2. Take the lead on community safety and crime prevention matters and provide the executive leadership team with advice and support including reporting on crime statistics and crime dense locations for proactive targeting opportunities;</li> <li>3. Application of methods of crime prevention in relation to communications, public information dissemination, public education, community organisation and citizen motivation, in conjunction with appropriate City teams;</li> <li>4. Lead, supervise and monitor the Safer Streets Patrol function;</li> <li>5. Develop and maintain appropriate and effective procedural and operational methods in accordance with relevant legislations and best practice management;</li> <li>6. Assist in the preparation of operating and capital expenditure budgets and maintain control over community safety related expenditure</li> <li>7. Provide professional assistance and advice to internal and external customers;</li> <li>8. Develop and maintain effective working relationships with external partners involved in community safety, including critical incident response and public event management;</li> <li>9. Adhere to all City policies and procedures and ensure personal safety at work and that of others;</li> <li>10. Other duties and responsibilities as directed by the Manager Health and Community Safety and/or Director Development and Growth.</li> </ol>
<b>Judgement &amp; decision making</b>	<ol style="list-style-type: none"> <li>1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.</li> <li>2. Self-manage workload and apply good judgement and problem-solving skills to situation with guidance from manager.</li> <li>3. Apply legislation and Council policy direction to decision-making with guidance from manager.</li> <li>4. Work together effectively with manager and team colleagues to develop efficient operational practices and standards,</li> <li>5. Apply knowledge and skills to ensure consistent quality outcomes.</li> </ol>
<b>Outcomes / Key Performance Indicators (KPI's)</b>	To be determined within the first three months of employment.
<b>Skills, knowledge &amp; capacity</b>	<ol style="list-style-type: none"> <li>1. Demonstrated experience in leading a team in a Policing (or equivalent) environment;</li> <li>2. Demonstrated experience in a crime prevention role, including project management relating to crime prevention outcomes;</li> <li>3. High level communication skills, negotiation and conflict resolution skills and interpersonal skills including ability to liaise effectively and confidently with internal and external customers;</li> <li>4. Strong administrative, planning and organisational skills with the ability to work to deadlines across a number of projects simultaneously with excellent attention to detail;</li> <li>5. Strong team player and mentor with excellent leadership skills including proven ability to work autonomously with initiative, forward thinking and capacity to solve problems and make decisions;</li> </ol>

	6. Advanced computer skills and knowledge of Microsoft Office suite of application; 7. Current satisfactory National Police Clearance (minimum requirement); 8. Current WA "C" Class driver's license.
<b>City of Kalgoorlie-Boulder Values</b>	<p><b>Support</b> - We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</p> <p><b>Respect</b> - We will treat our team members and our community with mutual respect and understanding.</p> <p><b>Fun</b> - We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.</p> <p><b>Recognise</b> - We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.</p> <p><b>Connect</b> - We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.</p>

**POSITION DESCRIPTION AGREEMENT**

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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