

# POSITION DESCRIPTION

## COMMUNITY SAFETY INVESTIGATOR

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well	<b>Grow &amp; Improve</b> We improve our work everyday	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people’s lives</li> <li>• Community focussed</li> <li>• Deliver Council’s City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

The position is:

<b>Position Title</b>	<b>Community Safety Investigator</b>		
<b>Department &amp; Section</b>	<b>Community Development, Community &amp; Environmental Health</b>		
<b>Team</b>	<b>Community Safety</b>		
<b>Reporting to</b>	<b>Community Safety Investigations Coordinator</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA Level 5</b>		
<b>Position Number</b>		<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

### How does this position contribute to our community?

This position is responsible for improving community wellbeing and safety, by fulfilling our regulatory obligations through undertaking a range of highly complex investigations. This is achieved by ensuring responsible dog and cat ownership, ensuring our roads and public areas are safe and accessible through proactive programs and responding to the needs of our community.

### What does the position do?

- Exercise legislated authority arising from Council’s appointment as an Authorised Officer under relevant legislation, which can include but not limited to:
  - o Dog and Cat Management Act
  - o Local Government Act
  - o Australian Road Rules
  - o Road Traffic Act
  - o Private Parking Areas Act
  - o Environment Protection Act
  - o Local Nuisance and Litter Control Act
  - o Fire and Emergency Services Act
  - o Expiation of Offences Act
  - o Unclaimed Goods Act
  - o City of PAE By-Laws
- Responsible for undertaking highly complex investigations as an Authorised Officer including but not limited to:
  - o Dog Attacks
  - o Barking Dogs
  - o Nuisance Cats
  - o Noise
  - o Smoke
  - o Unsightly Conditions
- Responsible for evidence gathering, preparing high quality investigation plans, conducting interviews and statement taking.
- Utilise specialised skills and knowledge to make recommendations on enforcement action from investigations.
- Exercise own initiative and judgement to make informed decisions on highly complex matters.
- Assist in the development and delivery of operational community safety programs/projects and initiatives to meet legal obligations and deliver positive outcomes to the community.
- Lead moderately complex operations which includes the planning, execution and delivery of seizure of animals.

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- Assist in the development and implementation of educational programs to increase awareness and protect public health and safety.
- Assist in the establishment of Community Safety policies and procedures.
- Provide expert technical advice to the Community Safety Team and the public on community safety matters.
- Analyse and interpret data and trends to inform the development of community safety programs.
- Undertake enforcement action, as appropriate, including issuing notices and orders and institute follow up action where necessary.
- Effectively manage multiple cases through setting priorities, planning and organising own work.
- Prepare high quality investigation briefs, court proceedings and represent Council as required.
- Other reasonable duties as required are undertaken.
- Work at other locations within Council if required.

## What outcomes does the position deliver?

- Help keep our community safe by ensuring dogs are effectively contained and controlled to minimise wandering at large or dog attacks.
- Protect our community from nuisance cats through effective management of cats.
- Protect our environment by reducing illegal dumping through education and enforcement.
- Protect our community from local nuisance.
- Support a positive work culture that reflects the organisational values.
- A committed and highly motivated team with a clear vision and focus.
- Great customer service to internal and external customers.

## The behaviours we expect the position to contribute to our workplace are:

- Highly organised with exceptional time management skills.
- Highly effective communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Strong ability to research and apply solutions to highly complex problems.
- Excellent problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.

## Qualifications for the position

- Current Australian Driver's License is essential.
- Qualification in investigations is highly desirable.
- Conflict resolution training is desirable.

## Experience

- Significant experience within a complex community safety or regulatory role is essential.
- Experience in undertaking end to end highly complex investigations essential.
- Experience in conflict management, negotiation and mediation.

## Knowledge

- Comprehensive knowledge of all legislation and associated regulations, standards and policies relevant to Community Safety functions.

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- Highly developed knowledge in undertaking highly complex investigations including investigative process, planning and reporting.
- Highly developed knowledge in interview planning and techniques.
- Knowledge in animal behaviour associated with aggression and nuisance behaviours.
- Knowledge in the assessment and characteristics of noise within the remit of the Local Nuisance & Litter Control Act.
- Ability to apply Risk Management principles and processes.
- Highly developed written, oral and interpersonal communication skills enabling clear report writing.
- Ability to use initiative and exercise professional judgement in decision making.
- Highly developed clear and logical thinking with the ability to interpret and apply complex legislation.
- Expert knowledge of summary court procedures and the requirement with respect to presentation of evidence.
- Broad knowledge of Local Government functions and responsibilities including the roles, services and functions provided by Council.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Our Safety and Return to Work Commitments**

### All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_