

COMMUNITY SAFETY OFFICER

Our City Vision:

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

Our Goals

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

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

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

The position is:

| | | | |
|----------------------------------|--|-----------------------------|---|
| Position Title | Community Safety Officer | | |
| Department & Section | Community Development, Community & Environmental Health | | |
| Team | Community Safety | | |
| Reporting to | Community Safety Coordinator | | |
| Positions Reporting to it | Nil | | |
| Classification and Stream | MOA Level 4 | | |
| Position Number | | Prescribed Position: | YES <input type="checkbox"/> NO <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 education and enforcement. 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:
 - Dog and Cat Management Act
 - Local Government Act
 - Australian Road Rules
 - Road Traffic Act
 - Private Parking Areas Act
 - Environment Protection Act
 - Local Nuisance and Litter Control Act
 - Fire and Emergency Services Act
 - Expiation of Offences Act
 - Unclaimed Goods Act
 - City of PAE By-Laws
- Exercise initiative and judgement to undertake investigations as an Authorised Officer including evidence gathering, conducting interviews and statement taking
- Utilise skills and knowledge to make recommendations on enforcement action from investigations
- Assist in the development and implementation of educational programs to increase awareness and protect public health and safety
- Provide technical advice to the public on community safety matters
- Investigate and enforce legislation under the Dog and Cat Management Act including seizing and impounding any stray, lost or dangerous dogs
- Assist in the delivery of operational programs/project and initiatives to meet legal obligations and deliver positive outcomes to the community
- Undertake enforcement action, as appropriate, including issuing notices and orders and institute follow up action where necessary
- Educate owners on responsible cat ownership and responsibilities including assisting in the trapping and removal of cats
- Investigate allegations of abandoned vehicles and if necessary coordinate the impounding and release of the vehicle
- Work with our residents and businesses to educate on their responsibilities with the Local Nuisance and Litter Control Act

- Proactively monitor Councils roads, open spaces and beaches for compliance with various Acts, Regulations and procedures
- Effectively manage own work through setting priorities, planning and organising own work
- Assist the Senior Community Safety Officer in the delivery of annual programs
- Prepare court proceedings and represent Council as required
- Ability to work over a 7 day roster, including outside of business hours and be flexible in working areas across Council, where required
- Other reasonable duties as required.

What outcomes does the position deliver?

- Promote economic growth and sustainability through the monitoring of parking spaces to ensure our City is accessible
- Help our community feel safe by monitoring parking compliance across the City and ensure our footpaths and streets are kept clear and accessible
- Protect public health and safety through targeted educational programs
- Help keep our community safe by ensuring dogs are effectively contained and controlled to minimise wandering at large or dog attacks
- Care for our environment through education, compliance, and enforcement of abandoned vehicles
- Protect our environment by reducing illegal dumping through education and enforcement
- Help contribute to a City where people want to be through the monitoring of local laws and parking accessibility
- 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:

- 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
- Good 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
- Highly organised with exceptional time management skills
- Passion for creating a workplace that cares and supports people
- Strong ability to research and apply solutions to problems
- Ability to make sound decisions in the absence of detailed instructions
- Innovative thinking and courage to try new ideas.

Qualifications for the position

- Current Australian Driver's License is essential
- Investigations training is desirable
- Conflict resolution training is desirable.

Experience

- Experience in a regulatory role or similar is desirable
- Experience in conflict management, negotiation and mediation is desirable
- Experience or training in undertaking investigations is desirable.

Knowledge

- Knowledge of the legislation, regulations, by laws and typical policies relevant to the position
- Ability to apply Risk Management principles and processes
- Ability to research and use judgement to solve moderately complex problems
- Effective negotiation skills to deliver positive outcomes to the community in situations where there may be conflict
- Highly developed written, oral and interpersonal communication skills, with the ability to adapt and relate to people from diverse backgrounds
- Clear and logical thinking with the ability to interpret and apply complex legislation
- Working knowledge of summary court procedures and the requirements with respect to presentation and giving of evidence.

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: _____