



LARRAKIA NATION ABORIGINAL CORPORATION

PO Box 1098, Nightcliff NT 0814  
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ICN: 3170  
ABN: 56531057147

**POSITION DESCRIPTION**

<b>Position:</b>	Night Patrol Team Leader
<b>Program:</b>	Darwin Palmerston Night Patrol (DPNP)
<b>Salary sacrifice available:</b>	Yes – through external provider (currently \$16,050 pa attracts no PAYG) to Fulltime and Part time staff only
<b>Superannuation:</b>	9.25% employer contribution (in addition to actual base salary)
<b>Standard working days Per Week:</b>	Five (Weekday Team Leader); or Three – Friday, Saturday and Sunday or as otherwise directed by the Outreach Services Manager (Weekend Team Leader)
<b>Shift Worker:</b>	Yes
<b>Responsible to:</b>	Outreach Services Manager
<b>Work Location:</b>	76 Dick Ward Dr, Coconut Grove
<b>Work related travel:</b>	No

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**THE ORGANISATION:**

The Larrakia Nation Aboriginal Corporation (“LNAC”) is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer (“CEO”) is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The LNAC is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

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Approved ..... Ilana ELDRIDGE, Chief Executive Officer Date

**PROGRAM DETAILS:**

The Darwin Palmerston Night Patrol service aims to prevent alcohol related disputes, problems and conflict in the Darwin and Palmerston area by transporting intoxicated people, who are at risk of becoming victims or offenders and are willing to be transported, to either a place of safety or a sobering-up shelter and to link such persons with support, rehabilitation and counselling services.

**PRIMARY OBJECTIVE:**

We require an experienced person to lead a team of patrol officers that deliver a service that improves community safety in Darwin/Palmerston. The role includes administration, reporting and stakeholder engagement.

**KEY RESPONSIBILITIES:**

1. Ensure operation of the night patrol team in accordance with the funding agreement, Night Patrol common standards, and Larrakia Nation internal documents including planning documents, policies and procedures.
2. Take a lead role in providing patrols and intervention with vulnerable clients.
3. Provide supervision of staff to deliver Larrakia Night Patrol to a high standard of professionalism and culturally-appropriate activities
4. Prepare staff rosters and notify staff members of when they are working.
5. Ensure vehicles are fuelled, cleaned and ready for patrols, including requesting purchase orders where necessary. Ensure three vehicles operational and on patrol at all times.
6. Ensure proper use, maintenance and safe keeping of all program assets.
7. Ensure statistics and records are appropriately collected and accurately recorded to reflect program activities and for reporting purposes.
8. Identify clients requiring follow-up support such as case management and provide details of these clients to other Larrakia Nation or external service providers.
9. Ensure call centre is operational and staffed, maintaining contact with the Aboriginal community and Night Patrol vehicles and staff at all times.
10. Other activities as directed by the Outreach Services Manager, such as attendance at meetings (internal and with external stakeholders).

**SELECTION CRITERIA:**

**Essential:**

The successful applicant will be able to demonstrate:

1. Good knowledge and understanding of the issues and factors affecting Indigenous people in the Northern Territory.
2. Ability to prioritise work and operate effectively in a small team with minimal supervision.
3. Basic computer skills (including word processing and email) and the ability to maintain accurate, but confidential, administrative records.
4. Willingness to work shift work including nights, weekends and public holidays.
5. Possession of a current NT Driver's Licence ('C' Class minimum).
6. Possession of, or willingness to rapidly obtain, a Current criminal history check that confirms that the person is a suitable person to be employed.

**Desirable:**

1. Possession of, or ability to quickly acquire, Certificates in Senior First Aid, Professional Assault Response Training, Two Way Radio Communications, Defensive driving and Suicide Intervention.
2. The ability to converse and negotiate successful outcomes with Indigenous and non indigenous people, particularly when adversely affected by alcohol and/or other drugs.
3. Previous experience working in the Community Service Sector or knowledge and understanding of service providers.

**APPLICATION PROCESS**

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to Keisha Rowsell on [Keisha.rowsell@larrakia.com](mailto:Keisha.rowsell@larrakia.com) or by post to PO Box 1098, Nightcliff NT 0814

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**Employee endorsement:**  
employment)

(Initial each page and sign below only if offered

I, \_\_\_\_\_ understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, having regard to my skills, training and experience.

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Approved ..... Ilana ELDRIDGE, Chief Executive Officer Date

