



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

NIGHT PATROL TEAM LEADER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (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.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: TEAM LEADER
LEVEL: 5.1
PROGRAM: DPNP PROGRAM
LOCATION: 76 Dickward Drive, Coconut Grove
POSITION: WEEK DAY & WEEKENDS
REPORT TO: PROGRAM MANAGER
SUPERVISION: PATROL OFFICERS
MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

Reviewed: January 2018

PROGRAM DETAILS

The **Darwin Palmerston Night Patrol (DPNP) Service** aims to prevent alcohol related disputes, problems and conflict in the Darwin and Palmerston area through dispute resolution and transporting vulnerable persons to a place of safety or a sobering-up shelter.

KEY RESPONSIBILITIES

OBJECTIVE: Supervise a team of Night Patrol Officers that deliver a service that improves community safety in the Darwin and Palmerston areas.

- Ensure smooth operation of the Night Patrol Team in accordance with the funding agreement, Night Patrol common standards and LNAC policies and procedures;
- Take a lead role in providing patrols and intervention with vulnerable clients;
- Provide supervision of staff to deliver Night Patrol to a high standard of professionalism and culturally-appropriate activities;
- Ensure vehicles are fueled, cleaned and ready for patrols, including requesting purchase orders where necessary. Ensure three vehicles operational and on patrol at all times;
- Ensure proper use, maintenance and safe keeping of all program assets;
- Ensure statistics and records are appropriately collected and accurately recorded to reflect program activities and for reporting purposes;
- Identify clients requiring follow-up support such as case management and provide details of these clients to other Larrakia Nation or external service providers;
- Participate in training and professional development activities;

KEY RESPONSIBILITIES

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- Support the development of positive working relationships with staff, clients and service stakeholders through effective communication and team work;
- Adhere to safe work practices and organisation and industry specific policies and procedures, including privacy and confidentiality requirements;
- Provide regular reports to the Program Manager as required;
- Ensure an effective, efficient and courteous service is provided to all service users and the community;
- Other position related duties as requested by the Program Manager; and
- Maintain respect for Larrakia people and traditional country.

KEY QUALITIES

LNAC considers that the following personal qualities are vital to the **Team Leader**.

Organisational

- Share accountability with the Program Manager
- Accountability for management of Night Patrol resources
- Demonstrated ability to work in a small team environment and autonomously as required
- Understanding of professional development and training needs
- Assist in operational and strategic planning

Personal Attributes

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Ability to work within tight timeframes and regularly monitor deliverables
- Ability to source cooperation and assistance from other staff, management and community members
- Outstanding interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture

Commitment, Attitude and Application to Duties

- Provide courteous and prompt attention to information requests
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Observe all safe work practices

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Several years' experience in staff management, including strong leadership qualities and the ability to maintain the respect and loyalty of staff
SC2	Excellent knowledge and understanding of the issues and factors affecting Indigenous people in the Northern Territory
SC3	Possession of a Certificate III in Night Patrol or other relevant qualification
SC4	Ability to prioritise work and operate effectively in a small team with minimal supervision
SC5	Good computer skills (including word processing and email) and the ability to maintain accurate, but confidential, administrative records
SC6	The ability to converse and negotiate successful outcomes with Indigenous people, particularly when adversely affected by alcohol and/or other drugs
SC7	Understanding and experience of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture
SC8	Sound decision making skills including an analytical approach to problem solving, crisis and risk management
SC9	Willingness to work shift work including nights, weekends and public holidays
SC10	Valid First Aid & CPR Certificate
SC11	Current NT Driver's Licence (C Class minimum) – Must be able to drive Manual.

It would be considered an **advantage** if applicants also possess:

1	Possession of, or ability to quickly acquire, Professional Assault Response Training, Two Way Radio Communications, Defensive driving and Suicide Intervention
2	Previous experience working in the Community Service Sector or knowledge and understanding of service providers and agencies in the Darwin and Palmerston areas to which Indigenous persons involved or affected by alcohol related disputes, problems and conflict can be referred
3	Identify as Indigenous

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, undertake a Police Clearance, Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, _____ [PRINT FULL NAME] 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, regarding my skills, training and experience.

Sign: _____ Date: _____ / _____ / _____