



Position Description

Position Title

Crime Prevention Officer

Division

Community and Culture

Department

Community and Strategy

Reports to

Community and Culture Manager

Current Status

Part-Time (21 hours per week), temporary for 32 weeks

Band/Level

Band 3 Level 2

Grade

15

Step

Entry Level to Step 4

Salary Range

\$678.59 - \$759.27 (based on 21 hours per week)

Last Reviewed

22 November 2011

File Location

P:\Position Descriptions1: Crime Prevention Officer

Conditions of Employment

The employee will work within conditions detailed within the Local Government (State) Award (2010) and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Occupational Health and Safety (OHS)

The employee who occupies this position must abide by Council's OHS policies and procedures as described in Council's OHS Manual. The employee must participate in the completion of relevant OHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The incumbent will be part of Council's Community and Culture Division team responsible for the further development and enhancement of community services within the Lithgow Council Local Government Area, through implementation of Council's Social Plan, Crime Prevention Plan and development of Access and Equity plans and statements.

Specific Duties and Responsibilities

The Crime Prevention Officer has primary responsibility for implementing, in partnership with the Lithgow Crime Prevention Committee, the alcohol related assault strategy from the Lithgow Crime Prevention Plan.

Components of this project include:

1. Alcohol Sale and Consumption

Work in partnership with the Liquor accord, local licensees, their staff and customers to reduce intoxication and binge drinking by patrons and increase patron responsibility.

2. Transport

Initiate safe and practical ways of dispersing hotel patrons quickly from the CBD areas including a free Nightrider transport service, Get Home Safely Taxi Voucher program and courtesy transport service provided by licensed premises.

3. Design and Use of Public Places:

Coordinate the preparation of safety audits and delivery of audit findings in relation to: lighting in and around the CBD areas; identifying areas of high risk, and: promoting safe pathways to transport nodes. Prepare reports incorporating CPTED recommendations to Council and provide specialist advice as required.

4. Monitoring and Evaluation

Design and implement a project monitoring and evaluation framework using quantitative and qualitative data collection processes and report these to the Crime Prevention Committee and funding body.

5. Reporting

Report as required to Council and the funding body on project initiatives and outcomes and ensure that funding obligations are met.

6. Other

Contribute to the development of policy, service provision and activities that Promote a safe environment.

Provide specialist advice and act as the central point of contact for community safety matters at Council.

Facilitate community safety education programs consistent with Council's Action Plan.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe

- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms

- Occupational Health and Safety Responsibilities
 - Ensure all work is performed in accordance with requirements of the OHS Policy, procedure and legislation. This includes the knowledge of, and use of Safe Work Method Statements and standard operating procedures.
 - Take reasonable care for your own Health and Safety as well as that of others.
 - Have an understanding of the Health and Safety requirements associated with their employment.
 - Report all identified hazards, accidents/incidents and near misses to their Supervisor.
 - Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards and policies.
 - Working in accordance with relevant competency standards.

- Recordkeeping Responsibilities
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities

Selection Criteria

Essential

- Tertiary qualifications in community development, social sciences, crime, or proven extensive project delivery experience relating to community safety and/or community development or place based project work.
- Knowledge of government policies and priorities in relation to community safety and crime prevention in the local government context.
- Evidence of high level project management experience and capacity to manage a number of concurrent projects and achieve critical project milestones.
- Demonstrated experience in developing, implementing and evaluating community action programs.
- Advanced verbal communication skills and writing skills in a variety of styles (media articles, brochures, reports, tip sheets, web communication etc) and for a broad target market audience (children, adolescents, older people, professionals, general community).
- High level leadership skills and capacity to build and maintain positive partnerships and networks with a range of partners.
- Demonstrated knowledge of community safety issues within a local government context.
- Demonstrated understanding CPTED principles and ability to apply to these to project initiatives.
- Demonstrated ability to plan, review, project manage, and adhere to timelines.
- Well developed computer literacy skills specifically in project management, spreadsheets and office software.
- Demonstrate a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles.
- Current Class C Drivers License.

Desirable Criteria

- A general knowledge of the Lithgow Local Government area.
- Completion of a recognised CPTED training course.