

University Student - Public Safety

Position Description

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| Directorate | Emergency Management and Public Safety Department | Department | Public Safety |
| Reports To | Public Safety Coordinator | Direct Reports | No |
| Queensland Local Government Industry Award - State 2017 - Stream | Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services | Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level | Schedule 1, Level 1 |

Position Purpose

This position will provide an opportunity to work within Council's Public Safety Team to gain practical experience relevant to university studies. This role will include assistance in research and development projects relevant to the work areas and academic studies, that contribute to organisational outcomes and personal professional development.

Key Responsibilities and Outcomes

As a University Student and member of the Public Safety Team you will:

- Observe and support the team in research and development projects to gain an understanding of professional practices and decision-making processes.
- Apply academic theories and concepts to real-world projects and initiatives, providing insights gained through university studies to enhance Council's procedures and service delivery.
- Assist in the preparation and organisation of documentation including, stakeholder correspondence, briefing and presentation materials and reports.
- Display professionalism in all interactions with stakeholders, building positive relationships and maintaining confidentiality.
- Contribute to a positive team environment enabling a high performance, culture, focussed on continuous improvement, learning, and delivering positive community outcomes.
- Work under close direction and undertake activities of a support nature which require practical application of basic skills and routines.

- Fulfil duties in Council's Local Disaster Coordination Centre and On Call arrangements as required.
- Assist with the development and implementation of CCTV systems, operational procedures and processes.
- Support the registration and update of assets to ensure compliance with corporate policy.
- Assist with processing and tracking requests for footage and access to Council CCTV system in accordance with information privacy principles.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a Team Member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Developing theoretical knowledge of relevant discipline practice.
- Experience providing administrative support and assistance, including the preparation of high-quality correspondence and documentation.
- Proficient computing skills.
- Well-developed interpersonal and communication skills (both oral and written) to enable effective communication with Council's stakeholders and team members.
- Demonstrated strong research skills to drive independent gathering, interpretation and application of information.
- Ability to work both independently and as part of a team, including planning and prioritisation of work.

Qualifications

- Currently enrolled in a field of study relevant to Criminology or Justice (or related subjects)
- Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.