Role Description

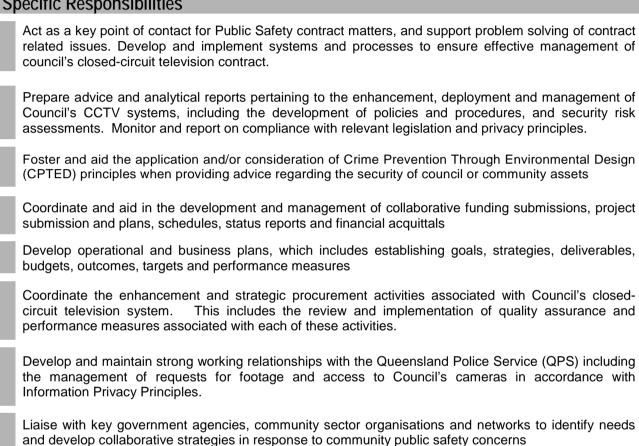


Position Title Senior Public Safety Officer - Contract Administration **ECM141 Position Number**

Purpose of Role

To undertake the coordination, administration, monitoring and assessment of Council's public safety contracts including CCTV operational systems, services, network management and crime prevention initiatives.

Specific Responsibilities



discrete and professional manner.

Work Experiences and Skins – essential	
	Strong written and verbal communication skills with a strong focus on negotiation, provision of quality customer service and problem-solving skills, including ability to review and prepare reports and briefing notes and other related documentation.
	Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.
	Demonstrable knowledge of project and program management methodologies
	Ability to view, process and report on footage, images or subject matter which may be distressing in a

Support the operations of council's Local Disaster Coordination Centre as may be required.

- Demonstrated expertise in contract monitoring, assessment and procedures including the ability to make decisions based on expert and technical considerations, ensuring efficient and effective outcomes.

 Demonstrated ability to respond promptly within short time frames incorporating the ability to synthesise facts, conduct detailed analysis, interpret and evaluate relevant data.
 - Demonstrated ability to develop and maintain strong, productive professional relationships with internal and external stakeholders.
- Proven ability to coach staff and work effectively as a member of a team to achieve outcomes.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in social science, criminology or other relevant field.
- Current C class driver's licence

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

