

Role Description



Position Title Senior Public Safety Officer - Contract Administration

Position Number ECM141

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

Act as a key point of contact for Public Safety contract matters, and support problem solving of contract related issues. Develop and implement systems and processes to ensure effective management of council's closed-circuit television contract.

Prepare advice and analytical reports pertaining to the enhancement, deployment and management of Council's CCTV systems, including the development of policies and procedures, and security risk assessments. Monitor and report on compliance with relevant legislation and privacy principles.

Foster and aid the application and/or consideration of Crime Prevention Through Environmental Design (CPTED) principles when providing advice regarding the security of council or community assets

Coordinate and aid in the development and management of collaborative funding submissions, project submission and plans, schedules, status reports and financial acquittals

Develop operational and business plans, which includes establishing goals, strategies, deliverables, budgets, outcomes, targets and performance measures

Coordinate the enhancement and strategic procurement activities associated with Council's closed-circuit television system. This includes the review and implementation of quality assurance and performance measures associated with each of these activities.

Develop and maintain strong working relationships with the Queensland Police Service (QPS) including the management of requests for footage and access to Council's cameras in accordance with Information Privacy Principles.

Liaise with key government agencies, community sector organisations and networks to identify needs and develop collaborative strategies in response to community public safety concerns

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

Work Experiences and Skills – 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 discrete and professional manner.

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

