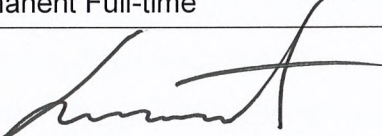


## POSITION DESCRIPTION

P2423/ P2423 – Community Support Officer



Position title	Community Support Officer
Department	Community Development
Position level	Level 4 (Municipal Officer) ASTC EA
Position number	P2424 / P2423
Responsible to	Manager Community and Cultural Development
Position status	Permanent Full-time
Position description approved	 Date: 28/11/24

### Primary Objective

Alice Springs Town Council is committed to supporting initiatives and projects that contribute to the liveability of Alice Springs. Every year Council offers local community organisations, clubs, groups and schools a range of in-kind support to increase activities that benefit the community. In-kind support refers to the provision of infrastructure or services, free of charge. Located within the Community Development Directorate, this position will be responsible for facilitating the delivery of in-kind support services to the Alice Springs community.

### Key Responsibilities

- Follow procedures to efficiently handle requests for in-kind support.
- Create and maintain a thorough cleaning and maintenance schedule.
- Ensure in-kind support activities are completed on time.
- Build a good relationship with the Alice Springs community, responding to customer inquiries in a timely and efficient manner.
- Regularly inspect equipment to ensure safety and reliability, managing the replacement of equipment as needed.
- Work collaboratively with team members and the community to support the delivery of events and programs.
- Maintain a strong safety culture, taking reasonable care to ensure own and team members actions or omissions do not adversely affect the health and safety of others, reporting any hazards, accidents, incidents and near-misses as soon as practicable.



## POSITION DESCRIPTION

### Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

### Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

### Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

### Delegations

- As per the Register of Delegations.

### Supervisory Responsibilities

- Nil

### Qualifications

- Current NT driver's license
- Current Working with Children Clearance (Ochre card)
- Current provide First Aid & CPR
- Valid National Criminal History Report ( NPC)

## POSITION DESCRIPTION

### Special Requirements

➤ Nil

### Selection Criteria

#### *Essential*

1. Excellent at organising tasks and managing time to handle multiple priorities successfully.
2. Strong communication and ability to interact positively with different community members and team members to achievement goals.
3. Ability to find creative solutions to problems.
4. Skilled in monitoring equipment to ensure safety and compliance, including coordination of maintenance and repair processes.
5. Sharp attention to detail in inspections to ensure safety and quality standards are met.
6. Ability to work independently and contributing positively to team operations and relationships.
7. Ability to work flexible hours including evenings and weekends.

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### ACKNOWLEDGEMENT

*I have received a copy of this Position Description and have read and understand its contents.*

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_