

Position Title	Community Safety and Crime Prevention Officer
Department	Community Services
Division	
Unit	Community & Cultural Services
Team	Diversity and Inclusion - Community Planning and Development
Supervises	Nil
Reports To	Team Leader Diversity and Inclusion
Grade	G
Date Prepared	1/07/2026
Date Last Updated	1/07/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary Purpose of Position

Review, develop and implement Council's Community Safety & Crime Prevention programs, through community partnerships and engagement in order to positively increase levels of safety and decrease crime and fear of crime in CBCity.

Accountabilities

- Work with Council's Development Unit in the implementation of Crime Prevention Through Environmental Design (CPTED) guidelines and safety and security sections of Development Control Plans in relevant Council, public and private developments
- Liaise with local Police in providing safety and security assessment reports on relevant Development Applications using CPTED principles
- Represent Council at meetings and networks regarding community safety and crime prevention issues
- Undertake local speaking engagements on community safety and crime prevention issues
- Prepare grant submissions to obtain funding for projects linked to community safety and crime prevention issues, particularly those prioritised in the Community Safety and Crime Prevention Plan or by relevant networks or committees
- Prepare and monitor the Community Safety Program budget
- Provide support and guidance to the project workers for the Twilight Sports program
- Provide regular progress reports to the Team Leader Diversity and Inclusion and Council
- Other tasks and duties as required

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical / Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Customer and Community Focus	Adept	• Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices

Resources		
Finance	Adept	• Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in an appropriate field of expertise, preferably in the social sciences, criminology, health or humanities, or relevant experience.
- Class C Licence

Essential Experience

- Sound community development experience
- Superior written and verbal communication skills
- Proven negotiation and liaison skills
- Demonstrated experience in conducting community consultations
- Well developed project management skills
- Experience in implementing community programs in partnership with government, community and business partners, as well as other key stakeholders and individuals that achieve high levels of engagement
- Ability to work independently and as part of a team
- Experience in preparing, submitting and administering funding applications
- Computer skills including competent use of Microsoft products
- Have a commitment to EEO, social justice, WH&S and ethical practice and procedure

Desirable Qualifications and or Experience

- Experience in community safety and crime prevention initiatives
- Knowledge of Crime Prevention Through Environmental Design (CPTED) principles and their application in the conduct of community safety audits
- Knowledge of Local Government and an understanding of community needs and expectations

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒