

COMMUNITY SAFETY OFFICER
Contract
Full Time
Salary Range – Grade 3
\$83,847 - \$90,663 p/a



About Us

We are proud of what we achieve for our community and we empower and value our staff by recognising achievements and delivering on our promises. We are respectful, innovative and easy to do business with and we engage our community to inspire progress and build a future. We enjoy what we do!

About the Opportunity

We're looking for a Community Safety Officer to join the Community Safety team, reporting to the Community Safety Officer Lead.

This is a fixed term position until 1 February 2027.

What You'll Do:

- Provide professional, high-quality customer service to internal and external customers, promoting a positive and respectful image of Council in all interactions.
- Respond to community enquiries, complaints and compliance matters in accordance with legislative requirements, Council policies and procedures.
- Undertake community safety and regulatory duties, including parking and local law compliance, investigations, issuing expiation notices, animal management, and supporting enforcement and prosecution activities.
- Maintain accurate records, reports and documentation, ensuring work is completed to a high standard and within agreed timeframes.
- Contribute to continuous improvement and a positive team culture by developing strong working relationships, suggesting improved work practices, and participating in ongoing professional development.

What We're Looking For:

- Holds an unencumbered Australian drivers licence
- A certificate in Regulatory Services (or willingness to obtain)
- Experience working in a regulatory services/community safety role or similar – essential
- Knowledge and understanding of legislation, guidelines, regulations and standards relevant to the area of operation is essential, including (but not limited to):
 - Local Government Act and Regulations.
 - Road Traffic Act and Australian Road Rules.
 - Dog and Cat Management Act and Regulations.

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- Environmental Protection Act and Regulations.
- Harbours and Navigation Act and Regulations.
- Local Nuisance and Litter Control Act
- Private Parking Areas Act and Regulations.
- Expiation Offences Act and Regulations.
- Council By-Laws and Policies.

- Previous experience in a customer focused role
- Basic knowledge of relevant court procedures
- Experience with the Technology 1 suite of applications

What we offer:

- Flexible working options
- Career development opportunities
- Health and wellbeing programs
- Attractive and competitive remuneration
- Recognition of achievements
- Employee Assistance Program

To enquire and apply:

To find out more about the role contact Adrian Hill on ahill@holdfast.sa.gov.au

Please ensure you submit your application through our official careers portal at www.holdfastbaycareers.com.au. Only applications received via this portal will be considered.

Only applicants who address and meet the essential criteria in the Position Description will be considered.

Applications close at 9am on Friday, 23 January 2026

Candidates may be required to undertake DHS Screening.