Alcohol Harm Prevention Support Officer

Position Details

Reports to: Alcohol Harm Prevention Supervisor

Location: Generic

District/Service Centre: Districts

Shift work/non shift work: non shift work

Group: Prevention

Remuneration Range: Band C

PHPF Level: Individual Contributor

Employee Type: Police Employee

Direct Reports: Nil

Delegated Financial Authority: N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Purpose

The primary purpose of the role is to prevent alcohol related harm by providing specialist vetting, data management and other support services.

The purpose of the District is to deliver Our Business

The purpose of the team is to reduce alcohol related harm in the District.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.

2. Service Delivery

- Receives, all applications for managers certificates, liquor licenses, temporary authorities, and other paperwork requiring police attention under the Sale and Supply of Alcohol Act 2012.
- Enters all applications into the NIA system
- Validates all applications and meets national recording standards for licensing premises data entry
- Regularly clears the inward and outward mail and distributes accordingly, both physical mail and mail to the generic email address.

- Takes primary responsibility for ensuring that applications are dealt with in accordance with the required statutory timeframes.
- Delivers high quality data entry on licensed premises and applicants into the appropriate systems.
- Completes background inquiries and vetting checks into manager certificate applications to ensure that applicants meet the suitability criteria as required by the Sale and Supply of Alcohol Act 2012.
- Makes recommendations to the supervising Alcohol Harm Prevention Officer(s) on any manager applicant who does not meet the suitability criteria.
- Replies direct to local authorities on all manager applications which are not opposed.
- Helps to prepare case-files for hearings before the District Licensing Committee, District Court or Alcohol Licensing and Regulatory Authority.
- Assists District Alcohol Harm Prevention portfolio holders with the preparatory work for, and conduct of Controlled Purchase Operations to monitor compliance with laws against selling alcohol to minors.
- As negotiated; work with and assist other District staff to ensure the early entry of alcohol licensing information into appropriate police data management systems.
- Where appropriate, locates and integrates secondary data into Police data management systems (e.g. reports from local council inspections/audits of licensed premises)
- Acts as a source of expertise and advice on relevant alcohol harm prevention matters to Police managers and staff throughout the district, including answering questions on standard licensing processes.
- Answers queries from police, members of the public and other statutory agencies regarding the status/progress of applications for alcohol licenses, manager's certificates, etc.
- Maintains an up-to-date knowledge of the relevant legislation, regulations and practices affecting Police alcohol harm prevention work, including an understanding of alcohol harm and the strategies to prevent that harm.
- Provides general administrative support to the team as required.

3. Team Work

- Works effectively as a member of a high performing Alcohol Harm Prevention Team.
- Ensures strong and effective communication amongst immediate team members, as well as more broadly within the District's network of alcohol harm prevention portfolio holders and their support staff.
- When requested, inputs to police research and evaluation activities on alcohol harm reduction issues.
- As appropriate, ensures occupational health and safety and Equal Employment Opportunity policies and procedures are known and adhered to at all times.
- Ensures the key concepts of responsiveness to Maori, Pacific Peoples and other ethnic groups are adhered to at all times.

4. Relationship Management

- Works effectively as a member of a team or in an individual capacity.
- Uses interpersonal skills effectively in a group or individual situations.
- Establishes, develops and maintains appropriate relationships with stakeholder groups, including:
    - Territorial Local Authorities (especially licensing representatives)
    - Ministry of Justice (Alcohol Licensing and Regulatory Authority staff)
    - District Health Boards
    - Health Promotion Agency

- Representatives of relevant sector groups (e.g. Hospitality NZ)
- Members of the public, applicants for licenses/certificates etc.

- Establishes and maintains constructive relationships with relevant district, PNHQ staff (e.g. National Alcohol Harm Coordinator).
- Establishes and maintains effective relationships with people who have similar functional responsibilities, both inside and outside police, to achieve best results for the District and Police.

5. Customer Service

- Acknowledges the supervising Alcohol Harm Prevention Officer(s) as the main 'customer' and works hard to free up Constabulary employees to engage more proactively in work to prevent alcohol-related harm.
- Ensures all service requests and complaints are met with a professional, customer friendly and timely response.
- Uses discretion in an appropriate manner in dealing with any problems which may arise.
- Displays flexibility in the approach used to different problems with a range of solutions.

Additional Requirements

Pre-Employment Checks

Required Qualifications: Nil

Core Children's worker; No