



# Job Description Form

## Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

<b>Position Title</b> Senior Advisory Officer		
<b>Effective Date</b> February 2014	<b>Position Number</b> Generic	<b>Level</b> 6
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Magistrates Court and Tribunals	<b>Branch</b> Prisoners Review Board

**Divisional Outcomes**  
 Court and Tribunal Services that meet the needs of the judiciary and the community, including victims of crime.

**Directorate Outputs**  
 Output 1: Judiciary and Judicial Support  
 Output 2: Case processing  
 Output 3: Enforcement of criminal and civil court orders  
 Output 4: Administration of victim support and counselling services

**Branch Outputs**  
 To provide administrative and professional support to the Prisoners Review Board, Supervised Release Review Board and Mentally Impaired Accused Review Board.

**Role Of This Position**  
 The Senior Advisory Officer is responsible for utilising independent judgement when critically analysing information and draft high-level reports for the Attorney General and Governor in Executive Council, on behalf of the Prisoners Review Board and the Mentally Impaired Accused Review Board.  
 The position holder is required to research, interpret and comply with legalisation, in addition to departmental and Attorney General and Governor in Executive Council policies and procedures in the preparation of advices, for the Chairperson's endorsement.  
 The position holder is required to record and manage the statutory reporting requirements of the Prisoners Review Board and the Mentally Impaired Accused Review Board and ensure all advices as determined by the Boards, are completed in a timely manner.  
 The position holder is to support the Chairperson and Executive Manager/Registrar as and when required.

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## Responsibilities Of This Position

- Management of Matters**
- Provides written reports on very complex/sensitive matters of a factual and legal nature
  - Exercises independent judgement in carrying out analytical risk assessments
  - Provides a high degree of ability and knowledge in advising on factual and legal matters
  - Exercises a degree of creativity in document drafting
  - Drafts legal documents and correspondence in matters of a very complex or sensitive nature
  - Attends the Prisoner Review Board and the Mentally Impaired Accused Review Board meetings to gather information for the drafting of decisions and reports.
- Analysis**
- Undertakes analysis, examination, enquiries and reports on complex legal and factual matters.
- Information and Knowledge Management**
- Monitors to ensure the effective use of information and knowledge relating to Prisoners Review Board and Mentally Impaired Accused Board, within the office.
  - Contributes to the development of strategies for information and knowledge management for the office.
- Continuous Improvement**
- Assists in the identification and implements opportunity for continuous improvement within the office.
  - Assists in the management and reviews to improve processes, environment and systems.
- Corporate citizenship**
- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
  - Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
  - Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984.
  - Takes reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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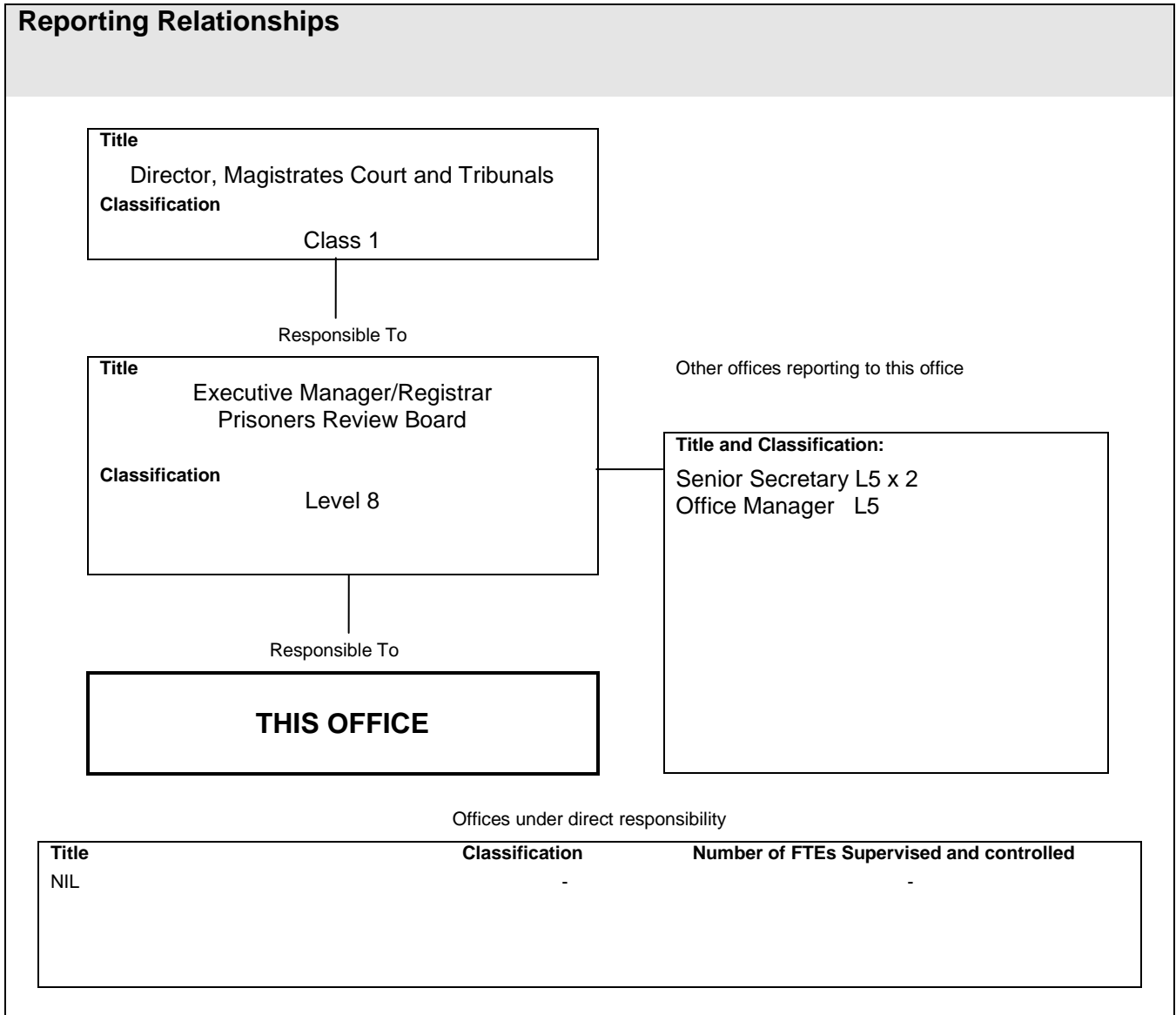
## Selection Criteria

Applicants must address all of the selection the criteria listed below in the context of the position.

*The following work-related requirements will be assessed at different stages of the selection process.*

<b>Essential Criteria</b>	<b>Behavioural Indicators</b>
Shapes and Manages Strategy	<ul style="list-style-type: none"> <li>Communicates reasons for decisions and clarifies expectations of key deliverables;</li> <li>Understands strategic objectives, trends and factors that may influence work plans and goals;</li> <li>Scans environment to monitor priorities and keeps self and others informed on work issues;</li> <li>Thinks laterally, is innovative and identifies and implements improved work practices.</li> </ul>
Achieves Results	<ul style="list-style-type: none"> <li>Evaluates project performance, identifies need for change and initiates change when required;</li> <li>Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit;</li> <li>Deals positively with uncertainty and copes in a changing environment, determines action despite lack of clarity;</li> <li>Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.</li> </ul>
Builds Productive Relationships	<ul style="list-style-type: none"> <li>Builds and maintains relationships with team members, other teams, colleagues and clients;</li> <li>Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others contributions;</li> <li>Recognises different views, explores contributions and encourages diverse views;</li> <li>Works with staff to identify development areas, encourages development activities, proactively requests coaching from supervisor, identifies learning for self and shares with others.</li> </ul>
Exemplifies Personal Integrity and Self Awareness	<ul style="list-style-type: none"> <li>Adheres to the Code of Conduct and behaves in an honest, professional and ethical way;</li> <li>Constructively challenges issues, discusses alternatives to progress issue;</li> <li>Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work;</li> <li>Maintains a positive outlook and maintains a balanced working environment;</li> <li>Reflects on own behaviours and work style and understands the impact on others and on performance.</li> </ul>
Communicates and Influences Effectively	<ul style="list-style-type: none"> <li>Presents messages confidently and selects the appropriate medium for conveying information to the audiences level of knowledge, skill and experience;</li> <li>Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Possession of, or equivalent to, a degree in justice, social science or legal studies.</li> </ul>

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<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/GROH free/rental, etc.	<b>LOCATION ACCOMMODATION</b>
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable.	

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i></b>	
<b>Delegated Authorities Name</b>	Ray Warnes Executive Director, Court and Tribunal Services
<b>Signature</b>	
<b>Date</b>	