



Job Description Form

Department of Justice Purpose

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

Position Title Senior Aboriginal Liaison Officer		
Effective Date March 2017	Position Number Generic	Level 4
Division Court and Tribunal Services	Directorate Magistrates Court & Tribunals	Branch Various

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

Output 1: Judiciary and judicial support.
Output 2: Case processing.
Output 3: Enforcement of criminal and civil court orders.
Output 4: Enhance Aboriginal services throughout the state of Western Australia.

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state of Western Australia.

Role Of This Position

Provides a high level of services and accurate information to Aboriginal court users that contribute to an efficient, effective and more culturally responsive court service.

Assesses the capacity of Aboriginal people to pay fines and determine the most appropriate method of payment i.e. time to pay arrangements and organising direct debits, extension of time to pay or periodical payment arrangements.

Educates the Aboriginal community about the operations of the court and explains their rights, obligations, court procedures and protocols in language that they can understand and in a way that alters Aboriginal people's perceptions about court.

Provides judicial officers and court staff with an understanding and awareness of Aboriginal issues, social structure, culture and tradition through a range of methods such as internal training, advice and positive advocacy measures.

Acts as a positive influence within the Aboriginal community by undertaking a community education role on social justice issues, such as attendance at the Department's local Open Days and through membership on an approved committee, working group or other approved activity.

In regional areas travels on circuit with the Magistrate and on other occasions with community justice service staff to towns and remote Aboriginal communities.

Provides support and assistance to the higher courts while on circuit in the regions.

Position Title Senior Aboriginal Liaison Officer		
Effective Date March 2017	Position Number Generic	Level 4
Division Court and Tribunal Services	Directorate Magistrates Court & Tribunals	Branch Various

Responsibilities Of This Position

Corporate citizenship

Demonstrates high standards and practice of ethical conduct and behaviour as required under the Department's frameworks of Code of Conduct and Public Sector Code of Ethics. Demonstrates a commitment to the ethos of equal employment opportunity principles through personal conduct and daily interaction with colleagues.

Occupational Safety and Health

Demonstrates commitment to the legislative obligations set out in the *Occupational Health Act 1984*. Take 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.

Stakeholder Relationships

Maintain a close working relationship with court management, the judiciary and the Manager Aboriginal Advisory Services and internal and external stakeholders.

Service Delivery

Ensures delivery of quality advice, interaction and assistance to all internal and external customers of the court. Services include but are not limited to the following:

- Provides information to Aboriginal court users about court protocols, processes and procedures in language that is easily understood.
- Assesses the capacity of Aboriginal people to pay fines and provides assistance with time to pay arrangements. For example, periodic payments, organising direct debits or extensions of time.
- Promotes an awareness of court services within Aboriginal communities by participating on an approved community outreach activity and attends any local Aboriginal Justice Plan (AJP) Open Days.
- Assists the judiciary on circuit and in court to perform court functions. Supports the higher courts as directed.

Resource Management

Ensures any allocated resources are managed effectively.

People Management

Plan, develop, implement and manage the training of court staff and the judiciary by facilitating an understanding and awareness of local Aboriginal issues, social structures, culture and traditions to enable a more effective delivery of court services to Aboriginal persons.

Planning

Inputs data into the Integrated Court Management System (ICMS) to inform the planning process of the Department's Aboriginal Liaison Officer (ALO) program. Maintains a hardcopy record of work activities to assist in the ALO program's evaluation and provides records of activity to the Manager, Aboriginal Advisory Services.

Financial Management

Maintain the integrity of court accounting systems according to approved policies, procedures and legislation.

Information and Knowledge Management

Effective use of information, technology, records and knowledge management for the court. Ensures integrity and propriety of court records. Researches and provides accurate information, identifying community issues and initiatives, and reports back through the Registry Manager to the Manager, Aboriginal Advisory Services.

Cultural Change

Contributes to the promotion and achievement of a positive and innovative organisational culture.

Continuous Improvement

Participates in the identification of initiatives to continuously improve the services provided to all court users, with a strong focus on Aboriginal court users, within the region.

Position Title Senior Aboriginal Liaison Officer		
Effective Date March 2017	Position Number Generic	Level 4
Division Court and Tribunal Services	Directorate Magistrates Court & Tribunals	Branch Various

Work Related Requirements

ESSENTIAL: Under Section 50D of the Equal Opportunity Act, Aboriginality is considered essential.

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

Essential Criteria	Context within which criteria will be applied and/or general standard expected
--------------------	--

Shapes and Manages Strategy	<ul style="list-style-type: none"> Understands reasons for decisions and how they are related to their work Understands the work environment. Identifies issues that may impact own achievement and contributes to team planning Draws on information from a range of sources. Uses common sense to analyse what information is important Anticipates issues that could impact on tasks. Identifies risks and uncertainties in procedures and tasks
------------------------------------	---

Achieves Results	<ul style="list-style-type: none"> Monitors progress against performance expectations to ensure deadlines are met. Communicates outcomes to supervisor Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position Works to agreed priorities, outcomes and resources and is responsive to changes in requirements
-------------------------	---

Builds Productive Relationships	<ul style="list-style-type: none"> Builds and maintains relationships with team members, other teams, colleagues and clients Shares information with own team, seeking input from others. Contributes to team discussion and ensures others are kept informed Maintains awareness of personalities, motivations and diverse qualities, treats people with respect and courtesy Acts on constructive feedback
--	--

Exemplifies Personal Integrity and Self-Awareness	<ul style="list-style-type: none"> Adheres to the Code of Conduct and behaves in an honest, professional and ethical way Provides accurate information and checks and confirms accuracy prior to release Takes responsibility for completion of work. Seeks guidance and takes initiative to progress work when required Maintains performance expectations in challenging situations Seeks development opportunities. Is willing to learn new approaches, acquire new capabilities and knowledge
--	--

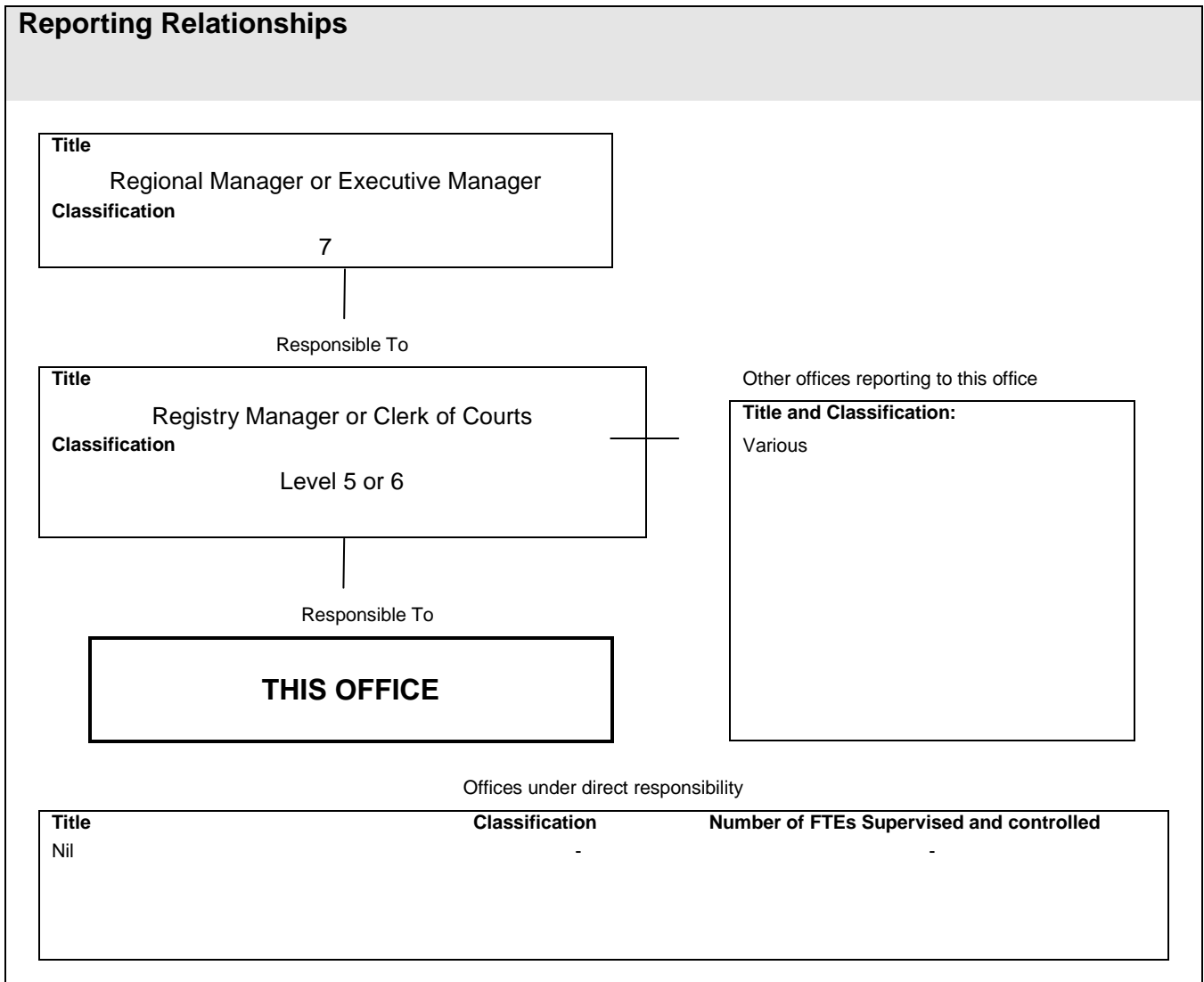
Communicates and Influences Effectively	<ul style="list-style-type: none"> Structures messages clearly and succinctly, orally and in writing Focuses on gaining a clear understanding of others comments by listening and questioning with clarity, checking own communication has been understood Listens to differing ideas to develop an understanding of the issues
--	--

Desirable

Qualifications	<ul style="list-style-type: none"> Demonstrated progress of professional development and continued learning Current C class drivers licence (previously "A" or "E" class drivers' licence)
-----------------------	--

Court Practices and Procedures	<ul style="list-style-type: none"> An ability to interpret and apply legislation Practical working knowledge of court practices and procedures
---------------------------------------	--

Position Title Senior Aboriginal Liaison Officer		
Effective Date March 2017	Position Number Generic	Level 4
Division Court and Tribunal Services	Directorate Magistrates Court & Tribunals	Branch Various



LOCATION AND ACCOMMODATION	LOCATION Various
	ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS	N/A

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	Dr Adam Tomison Director General
Signature	
Date	14 March 2017