



Job Description Form

Department of Justice Purpose

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

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| Position Title Investigator Advocate | | |
| Effective Date May 2014 | Position Number Generic | Level 4 |
| Division Office of the Public Advocate | Directorate | Branch Advocacy and Investigation |

Divisional Outcomes

To protect and promote the rights, dignity and autonomy of people with decision-making disabilities, and to reduce their risk of neglect, exploitation and abuse.

Directorate Outputs

Advocacy and Guardianship Services

Branch Outputs

Investigates, represents and makes recommendations in the best interests of people with decision-making disabilities, on the need for guardianship or administration at hearings of the State Administrative Tribunal and in the community.

Undertakes financial decision-making on behalf of people for whom the Public Advocate has been appointed as Administrator of Last Resort, ensuring as much personal autonomy and respect for the wishes of the represented person as possible.

Ensure the public is informed and aware of the provisions of the *Guardianship and Administration Act 1990*, and sources of help and support available in the community, and of other options that may be an alternative to Guardianship and Administration.

Interprets and analyses legislation and provides high level advice to the Public Advocate and undertakes legal research and policy development into matters consistent with ensuring the least restrictive option and the best interests of people with decision-making disabilities.

Role Of This Position

On delegation from the Public Advocate:

- Conducts in-depth investigations, submits reports and provides advocacy in matters before the State Administrative Tribunal concerning the need for a guardian or administrator.
- Undertakes investigations into personal, medical, lifestyle and financial management issues, including abuse, referred from the community concerning the need for a guardian or an administrator.

Provides advice and information on the *Guardianship and Administration Act 1990* and consultation on the need for a guardian or administrator.

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Responsibilities Of This Position

Corporate citizenship

- Demonstrate 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.
 - 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*.
1. Delivers advocacy and investigation services under delegation from the Public Advocate and provides advice and consultation on personal, medical, lifestyle and/or financial matters.
 2. Investigates, reviews and advocates on personal, medical, lifestyle and/or financial applications made before the State Administrative Tribunal on the need for a guardian or administrator.
 3. Interprets and applies the *Guardianship and Administration Act 1990* and other relevant legislation and regulations.
 4. Investigates and reviews allegations/complaints from the community on the need for a guardian or administrator.
 5. Negotiates with clients, their families and a wide range of other interested parties and organisations on issues concerning the need for a guardian or administrator
 6. Communicates information, both in written and oral formats including:
 - Providing advice on the *Guardianship and Administration Act 1990* to professionals, service providers and other community members
 - Responding to queries and information requests received by the Office
 - Preparing reports for the State Administrative Tribunal and makes appropriate recommendations regarding the need for a guardian or administrator.
 7. Establishes constructive working relationships with the State Administrative Tribunal, Government and community agencies, medical, financial and legal practitioners and a range of parties concerned with the best interests of clients.
 8. Promotes public awareness of the guardianship and administration system and the functions of the Public Advocate
 9. Assists with the evaluation and development of policies and procedures.
 10. Participates constructively as a member of a team.
 11. Other duties as directed.

Occupational Health and Safety

- 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.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

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

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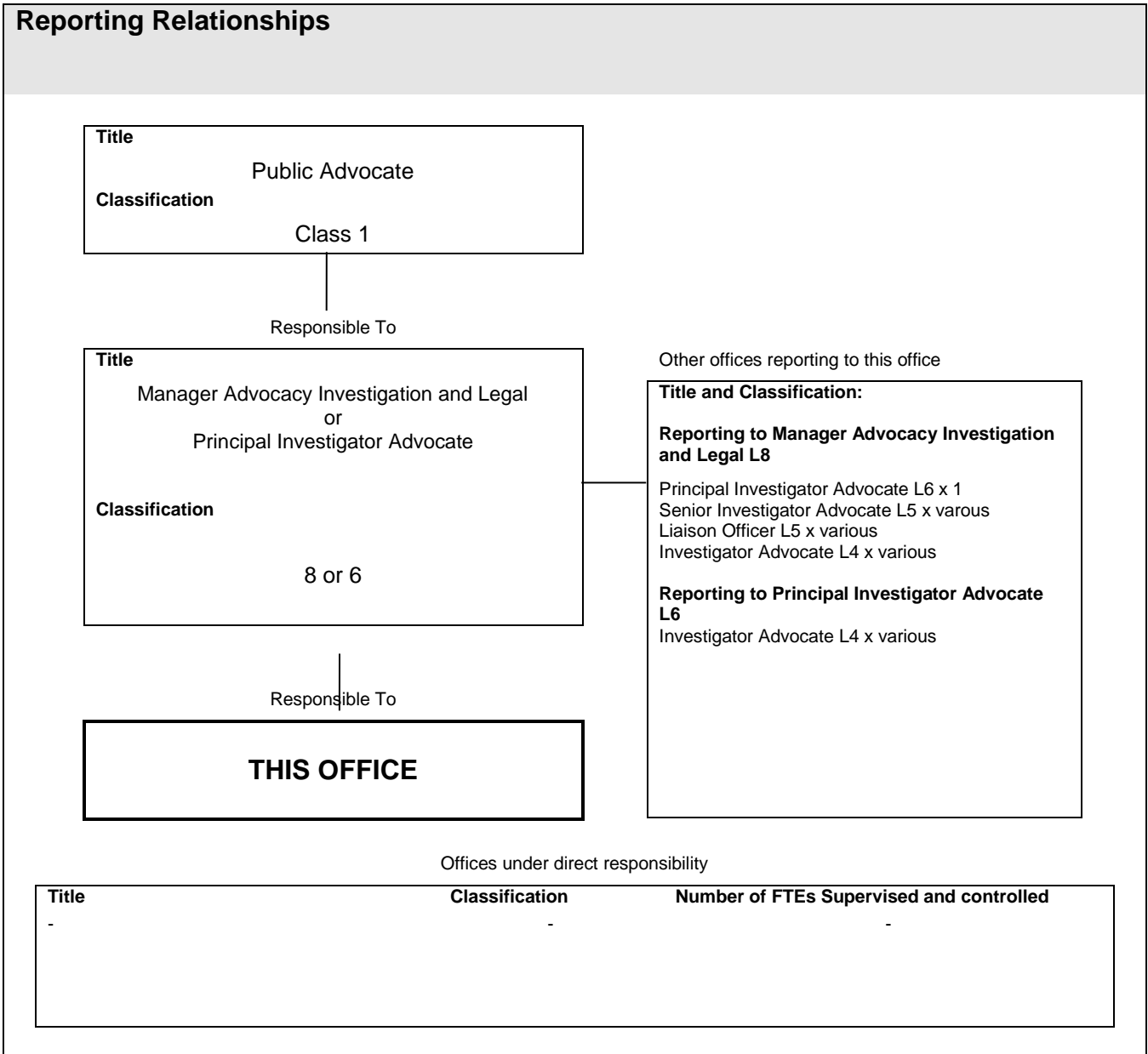
ESSENTIAL

1. Knowledge of personal, medical, lifestyle and financial management issues, including abuse, as they affect people with decision-making disabilities
2. Demonstrated ability to work with delegated responsibility and to interpret, apply and comply with legislation.
3. Well developed analytical and research and problem solving skills with the ability to make recommendations.
4. Knowledge of community based services for people with decision-making disabilities.
5. Good communication skills including report writing, oral communication and interpersonal skills with the ability to work with people with sensitive personal and family issues.
6. Tertiary qualifications in social or behavioural sciences or accounting or financial management disciplines and /or equivalent experience.
7. Available for country travel
8. Current motor vehicle driver's licence

DESIRABLE

9. Knowledge of the *Guardianship and Administration Act 1990* and relevant legislation.

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| LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc. | LOCATION Perth CBD ACCOMMODATION |
| ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable. | |

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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| Position Title of Delegated Authority (as per HR Management Delegations) Public Advocate |
| Signature |
| Date 3 January 2013 |