



Job Description Form

Department of Justice General 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 Manager Planning and Performance		
Effective Date December 2013	Position Number 007980	Level Level 7
Division Courts & Tribunal Services	Directorate Strategic Business Development	Branch Planning and Performance

Divisional Outcomes

To provide modern, respective 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 orders
- Output 4: Administration of victim support and counselling services

Branch Outputs

- Output 1: Judiciary and judicial support
- Output 2: Case processing
- Output 3: Enforcement of criminal and civil orders
- Output 4: Administration of victim support and counselling services

Role Of This Position

Responsible for the delivery of Planning and Performance services, including:

- Facilitation and development of the Division's Strategic Plan.
- Facilitation of business planning activities within each jurisdiction, ensuring alignment with the division's Strategic Plan.
- Working closely with the Manager Strategic Business Services in the financial aspects of strategic and business planning and performance monitoring.
- Ensuring the provision of information relevant to the performance of business areas, to meet Department, State and Federal reporting requirements.
- Manage the physical, human and financial resources of the Planning and Performance Branch.

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Responsibilities Of This Position

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*.

Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

Strategic and Business Planning

- Facilitation and drafting of the Court and Tribunal Services Strategic Plan, in conjunction with the Courts Executive group.
- Facilitation of business planning activities within each jurisdiction, ensuring alignment with the division's Strategic Plan.
- Assists in developing the competencies of Courts staff in business planning.
- Reporting to the Courts Executive committee on planning outcomes.
- Working closely with the Manager Strategic Business Services in the financial aspects of strategic and business planning and performance monitoring.

Business Performance Measurement

- Responsibility for ensuring the provision of information relevant to the performance of business areas, to meet Department, State and Federal reporting requirements.

Management

- Manages employees in the Planning and Performance Branch. Sets priorities for work and ensures work plans are in place.
- Is responsible for building effective teams, effective recruitment and selection, performance management, training and development of staff, and appropriate management of FTE resources.
- Ensures people management practices are in compliance with legislation and standards.
- Manages assets, facilities, procurement, technology and systems for teams under control.
- Contributes to the development of budgets and is responsible for effective monitoring and control of budget.

Stakeholder Relationships

- Ensures effective communication and consultation with key stakeholders throughout the division, department and external agencies.
- Represents the Directorate / Division on appropriate internal or external forums.

Information and Knowledge Management

- Effectively utilises information and knowledge for the Court and Tribunal Services Division.
- Contributes to the collective knowledge of the branch through best practice research and environmental scanning.

Policy and Procedures

- Implements and ensures compliance with internal and external organisational policies and procedures.

Cultural Change

- Contributes to an effective, committed workplace team that supports a positive and innovative organisational culture. Manages and implements change.

Continuous Improvement

- Assesses current practice against Best Practice and identifies opportunities for improvement in Court and Tribunal Services processes, environment and systems.
- Contributes to the ongoing continuous improvement of the strategic and business planning processes.

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Work Related Requirements

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

Essential

- Demonstrated leadership and management skills.
- Excellent facilitation skills, including the ability to guide staff through an agreed process, maintaining focus and momentum, ensuring participation and delivering successful outcomes.
- Excellent communication and negotiation skills including the ability to work with a wide range of people, including at an executive level.
- Considerable knowledge and experience in strategic and business planning.
- Knowledge of performance management and reporting at an organisational level.

Desirable

- Knowledge of government and court/judicial processes.
- Qualification in a relevant discipline or equivalent level of experience.

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Reporting Relationships

Title
Executive Director Court and Tribunal Services
Classification
Class 3

Responsible To

Title
Director Strategic Business Development
Classification
Level 9

Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification:
Manager HR, L7
Manager Legislation and Reform, L7/8
Executive Manager Technology Planning and Development, L8
Principal Project Manager, L7*2
Executive Officer, L5
Personal Assistant, L2

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Manager Business Intelligence	6	1
Business Performance Analyst	6	Nil
Senior Data Analyst	5	Nil
Coordinator Business Plan & Compliance	4	Nil

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION 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.

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	
Signature	
Date	