



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.

Position Title Team Leader Warrants		
Effective Date March 2018	Position Number 5146	Level 4
Division Court and Tribunal Services	Directorate Sheriff's Office	Branch Fines Enforcement Registry

Divisional Outcomes

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

Directorate Outputs

Output 1: Enforcement of civil court orders.
Output 2: Enforcement of fines, penalties and infringement notices.
Output 3: Jury management.
Output 4: Serving witness summons for the State.

Branch Outputs

Enforcement of criminal and civil orders.

Role Of This Position

Provides leadership to the Warrant Management Team to ensure that Registry customers receive a high level of service. Pro-actively seeks new ways to continually improve the Registry's customer service and the collection of fines. Co-ordinates the human resources of the team under control.

As a Deputy Sheriff undertakes duties including seizure of goods and property in accordance with warrants of execution, memorials, interpleaders and organising auctions. Conducts research to locate debtors and any assets they may possess.

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Responsibilities Of This Position

1. People Management

Responsible for Human Resource issues pertaining to the team under control including staff leave entitlements and advice, developmental opportunities and training and the induction of staff in accordance with the Fines Enforcement Registry Induction Package. Is specifically responsible for organising and planning leave rosters for the team under control in conjunction with the Customer Service Manager and ensures that workload is maintained in the absence of staff

2. Policy and Procedures

Ensures compliance with relevant legislation when completing processes for seizures of goods and land including memorials, interpleaders, organising auctions and land evaluations. Ensures that goods seized are released when a fine is paid in full or there is a requirement to do so. In accordance with legislation and departmental policies processes all delegations of Sheriff's Officers, including the warrant contractor. Implements organisational policies and procedures. Conduct inspections of contractor's premises in accordance with the Warrant Contract. Conduct training for contractors and police in procedural requirements of their duties.

3. Planning

Contributes to the development of the organisations Business Plan. Implements operational plans by planning and allocating workloads within the Warrant Management Team. Plans auctions and land evaluations to dispose of goods and land as part of the seizure process of a warrant of execution.

4. Financial Management

Monitors and reports to the Contract Manager in respect to the Warrant Enforcement Contract. Undertakes quality assurance checks in respect to warrant processes.

5. Information and Knowledge Management

Identifies, develops and implements new information systems to improve the FER's ability to track fine defaulters. Contributes to the development of strategies to enhance the Warrant Management System.

6. Stakeholder Relationships

Corresponds with the Western Australian Police Service, Community Justice Service, Courts and civilian Bailiff's on behalf of the Sheriff in respect to warrant process. Ensures effective communication between the FER and warrant contractors in respect to the management of warrants of execution.

7. Leadership

Provides direction and support to the Warrant Management Team to achieve set outcomes in accordance with organisational objectives. Ensures effective two-way communication between management and staff.

8. Continuous Improvement

Identifies changes to improve enforcement processes. Oversees the implementation of any process changes.

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*.

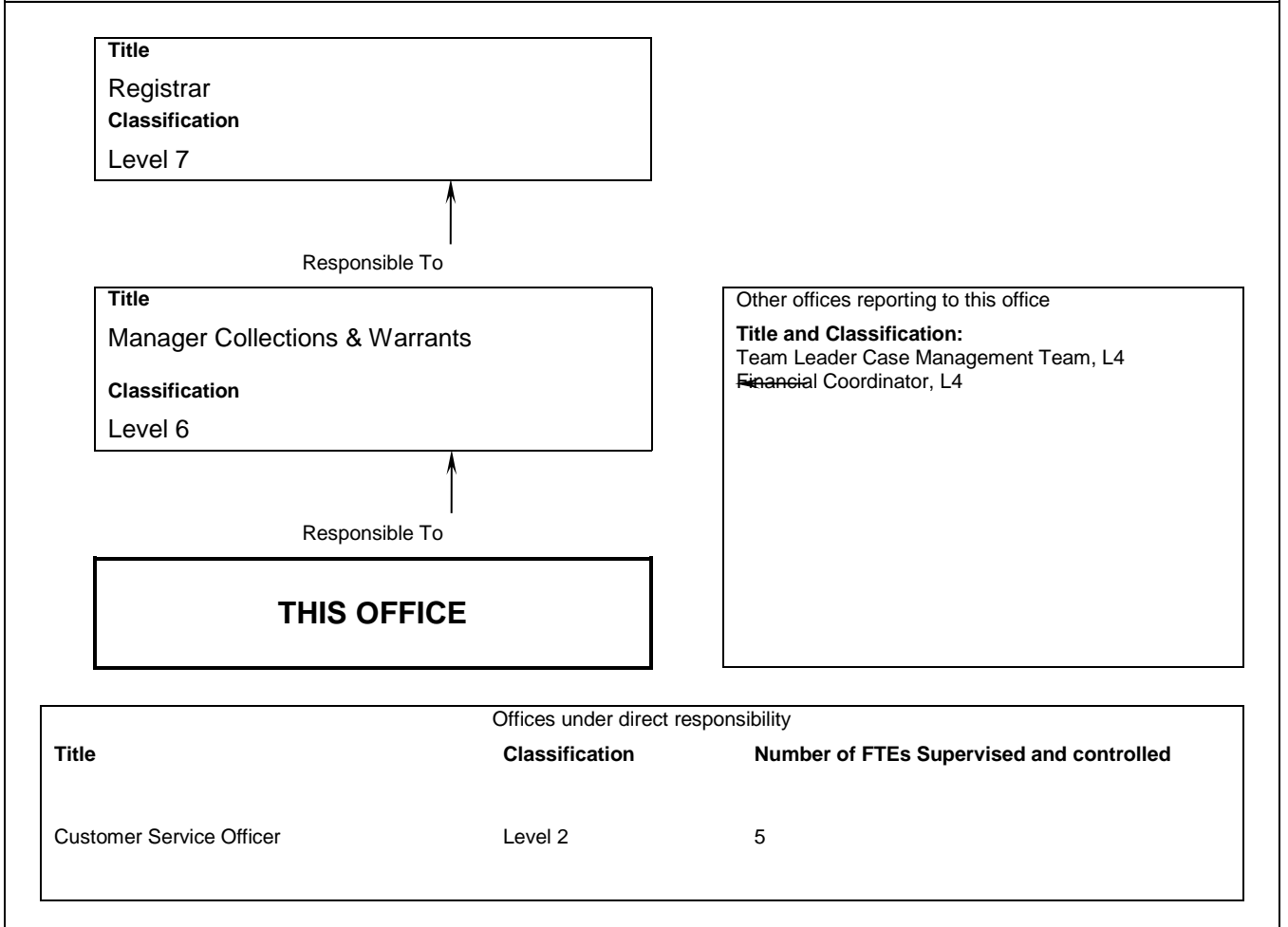
Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility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

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Selection Criteria	
Applicants must address all of the criteria listed below.	
<u>ESSENTIAL</u>	
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, and 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 and 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, seeks input from others, contributes to team discussions 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, checks and confirms accuracy prior to release • Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required • Maintains effective performance in challenging situations • Seeks self-development opportunities, 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 other's comments by listening and questioning for clarity, checks own views have been understood • Listens to differing ideas to develop an understanding of the issues

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Reporting Relationships



Certification

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

Position Title of Delegated Authority (as per HR Management Delegations)
EXECUTIVE DIRECTOR
Signature
Date