



Government of **Western Australia**
Department of **Justice**

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 Developer (Support)		Special Conditions
Effective Date November 2014	Position Number Generic	Level Level 4/5/6
Division Courts & Tribunal Services	Directorate Strategic Business Development	Branch Courts Technology Group

Divisional Outcomes

To provide effective business systems and services that meet the needs of Court Services, the judiciary and community, including victims of crime

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

At level 4, the Developer provides a range of application support and maintenance of court applications.

At level 5, the Developer provides a wide range of application support and maintenance of court applications.

At level 6, the Developer provides a comprehensive range of application support and maintenance of court applications.

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Responsibilities of This Position
<p>Application Support</p> <p>Provides application support for court applications in line with agreed service levels, including undertaking preventative maintenance, determination of the cause of application faults and implementing fixes.</p> <p>Designs and develops enhancements based on business requirements and priorities. . This includes analysis of requirements, solution design, development, system testing and deployment activities.</p> <p>Undertakes configuration and release management across courts application developments.</p> <p>Maintains technical application documentation in line with all changes made.</p> <p>Provision of technical advice on request.</p> <p>Policy and Advice</p> <p>Undertakes research and analysis to develop policies and provide advice on court application initiatives.</p> <p>Implements and ensures compliance with internal and external organisational policies, standards and procedures.</p> <p>Stakeholder Relationships</p> <p>Ensures effective communication and consultation with key stakeholders within the branch, throughout the Department, and with external clients, agencies and service providers.</p> <p>Corporate Citizenship</p> <p>Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department frameworks of Code of Conduct and Public Sector Code of Ethics.</p> <p>Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.</p> <p>Demonstrate commitment to the legislative obligations set out in the <i>Occupational Health and Safety Act 1984</i>.</p>

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Work Related Requirements – LEVEL 4

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

ESSENTIAL SKILLS**Communicate and Influence Effectively**

Structures messages clearly and succinctly orally and in writing.
Focuses on gaining a clear understanding of others by listening and questioning for clarity and checks own views have been understood.
Listens to differing ideas to develop an understanding of the issues.

Build Productive Relationships

Builds and maintains relationships with team members, other teams, colleagues and clients.
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.

Achieve Results

Monitors progress against performance expectations; 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, resources and is responsive to changes in requirements.

Shape and Manage Strategy

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.

Exemplifies Personal Integrity and Self Awareness

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.

ESSENTIAL EXPERIENCE

Sound experience within an information technology application and development environment. Specific technical skills include: Microsoft .NET, C#, Microsoft SQL, Source Code and/or Configuration Management packages; and Experience of software development toolsets (e.g. Rational Rose).
Sound knowledge and understanding of current trends and developments in information technology.

DESIRABLE

Microsoft Certified Software Developer (MCSD)
Knowledge of government and court processes and applications.

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<p>Work Related Requirements – LEVEL 5 <i>The following work related requirements may be assessed at different stages of the selection process.</i></p> <p>ESSENTIAL SKILLS</p> <p>Communicate and Influence Effectively Presents messages confidently and selects the appropriate medium for conveying information to the audience’s level of knowledge, skill and experience. Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.</p> <p>Build Productive Relationships Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients. Consults and shares information with team and seeks input from others, ensures others are kept informed. Recognises different views, explores contributions and encourages diverse views. Works with staff to identify development areas, encourages development activities, actively requests coaching from supervisor, identifies learning for self and shares this with others.</p> <p>Achieve Results Evaluates project performance, identifies need for change and initiates change when required. Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit. Demonstrates flexibility and copes with day-to-day changes in priorities. Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.</p> <p>Shape and Manage Strategy Understands and communicates the reasons for decisions to others. Understands strategic objectives, trends and factors that may influence work plans and goals. Draws on information from a range of sources, uses judgment to analyse, works within agreed guidelines to make decisions, and incorporates outcomes into work plans.</p> <p>Exemplifies Personal Integrity and Self Awareness Adheres to the Code of Conduct and behaves in an honest, professional and ethical way. Listens when own ideas are challenged, takes responsibility for mistakes and learns from them. Takes responsibility for completion of work within timeframes, takes initiative to progress work when required. Maintains a positive outlook and maintains a balanced working environment. Reflects on own behaviours and work style and understands the impact on others and on performance.</p> <p>ESSENTIAL EXPERIENCE Considerable experience within an information technology application and development environment. Specific technical skills include: Microsoft .NET, C#, Microsoft SQL, Source Code and/or Configuration Management packages; and Experience of software development toolsets (e.g. Rational Rose). Sound knowledge and understanding of current trends and developments in information technology.</p> <p>DESIRABLE Microsoft Certified Software Developer (MCSD). Knowledge of government and court processes and applications.</p>

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Work Related Requirements – LEVEL 6

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

ESSENTIAL SKILLS**Communicate and Influence Effectively**

Presents messages confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.

Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.

Build Productive Relationships

Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients.

Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.

Recognises different views, explores contributions and encourages diverse views.

Works with staff to identify development areas, encourages development activities, proactively requests coaching from supervisor, identifies learning for self and shares this with others.

Achieve Results

Evaluates project performance, identifies need for change and initiates change when required.

Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit.

Deals positively with uncertainty and copes in a changing environment, determines action despite lack of clarity.

Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.

Shape and Manage Strategy

Communicates reasons for decisions and clarifies expectations of key deliverables.

Understands strategic objectives, trends and factors that may influence work plans and goals.

Scans environment to monitor priorities and keeps self and others informed on work issues.

Thinks laterally, is innovative, identifies and implements improved work practices.

Exemplifies Personal Integrity and Self Awareness

Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.

Constructively challenges issues, discusses alternatives to progress issue.

Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work.

Maintains a positive outlook and maintains a balanced working environment.

Reflects on own behaviours and work style and understands the impact on others and on performance.

ESSENTIAL EXPERIENCE

Substantial experience within an information technology application and development environment. Specific technical skills include: Microsoft .NET, C#, Microsoft SQL, Source Code and/or Configuration Management packages; and Experience of software development toolsets (e.g. Rational Rose).

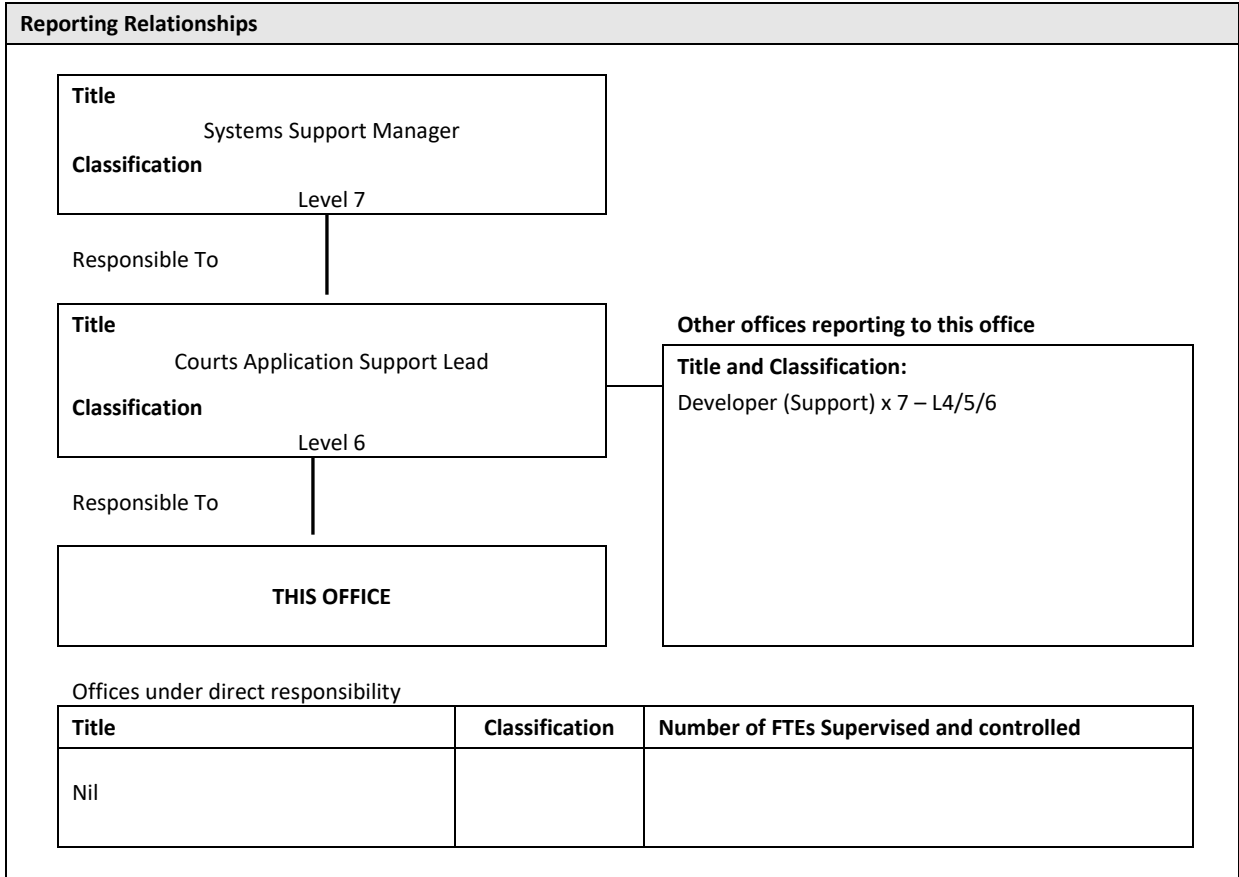
Substantial knowledge and understanding of current trends and developments in information technology.

DESIRABLE

Microsoft Certified Software Developer (MCSD).

Knowledge of government and court processes and applications.

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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 Metropolitan Area
	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.

Executive Director
Signature
Date