



Job Description Form

Team Leader

Adult Community Corrections

Position details

Classification Level: 6

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent or Temporary

Organisation Unit: Corrective Services Division, Offender Services Directorate, Adult
Community Corrections

Physical Location: Various (Metropolitan and Regional)

Reporting relationships

Responsible to: Manager – Adult Community Corrections – Level 7 / Director – Adult
Community Corrections – Level 8

This position: Team Leader (Generic) – Level 6

Direct reports: Various

Overview of the position

The Adult Community Corrections (ACC) plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. The Adult Community Corrections ensures that adult offenders are provided with programs (certified by Rehabilitation and Reintegration Branch) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links, and prepare for re-integration on their release. The Adult Community Corrections ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. The Adult Community Corrections will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Team Leader (Adult Community Corrections) reports to the Manager or Director Adult Community Corrections. The Team Leader is responsible for managing a team that manages offenders on community orders, including high risk offenders to expected standards to ensure security of offenders and safety in the community; and provide advice

to courts and releasing authorities. The offender groups that fall under the supervision of the centres are summarised as:

- Offenders servicing community-based orders including High Risk Serious Offenders;
- Offenders completing custodial sentences under community supervision; and
- Offenders on bail for an offence.

Job description

As part of the Centre/Unit/Branch team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.
- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Oversee the day to day operations of the case management team to achieve effective management of offenders and defendants subject to orders.
- Coaches, trains and mentors team members and identify appropriate training and development opportunities through professional supervision and performance management processes.
- Ensures that all case management practices within the team meet department standards.
- Approves and monitors case management plans, intervention strategies and all delegated units of work as required.
- Oversees the preparation, quality and presentation of reports; review Court orders and prepare complex reports where required; allocates and when required delegates the allocation function for reports, cases, associated units of work and monitors standards of work produced.
- Identifies local offender program resources and arranges programs where required.
- Ensures delivery of an appropriate service by the team. If required as part of the Community Offender Monitoring Unit, leads a team that delivers out of hours services.

- Understands and applies the “Adult Community Corrections Philosophy”, the provisions of relevant legislation, policy and procedures applying to respectively to adult offenders/defendants and departmental staff; ensure that all members of the case management team also understands and apply them.
- Contributes to the operational planning and resource allocation for the Branch/Centre and ensures the implementation by the team through the effective planning and allocation of workloads and resources.
- Provides advice to staff and others in relation to management of offenders and ensures the team provides accurate advice.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department’s objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated knowledge or experience working with adult offenders in community-based settings.
- Knowledge and understanding of legislation and best practice relating to the management of offenders and defendants in the community.

Special requirements/equipment

The following is a description of requirements when working in a centre/branch that services regional areas (these requirements may be applicable to metropolitan based positions that service regional areas):

- When working in a regional area there is a requirement for every ACC Team Leader to be away from home for periods of time.
- Travel will be required to be undertaken when working in regional and/or remote areas so there is a requirement for every ACC Team Leader in a region to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working in a regional or remote area. There is also a requirement to travel via airplane including light aircraft.

Certification

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

Acting Assistant Commissioner ACC

Signature: _____ Date: 9 May 2022

HR certification date: May 2022