



# Job Description Form

## Team Leader Youth Justice Training

### Corrective Services

#### Position details

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Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Operational Support, Learning and Professional Development

Physical Location: Bentley

#### Reporting relationships

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Responsible to: 013796 Manager Youth Justice Training – Level 6

**This position: Team Leader Youth Justice Training (Generic) - Level 5**

Direct reports: Various Youth Justice Training Officers

#### Overview of the position

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The Learning and Professional Development Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services. The Directorate will be accountable for developing and delivering training including conducting assessment and selection processes to establish ongoing pools of available entry level candidates to achieve the Department's vision of Right People – Trained Right.

The Directorate's Operational Training Branch is accountable for delivering and coordinating operational training and general training as required and approved by the Operating Standards and Procedures Directorate.

The Team Leader Youth Justice Training is responsible for the delivery, coordination and supervision of Corrective Services Academy training for all Departmental staff, with an emphasis on those from Youth Justice.

The Team Leader Youth Justice Training informs and provides advice to the Senior Team Leader Youth Justice Training on emerging issues and trends, and acts as a positive change agent, contributing to continuous improvement in an environment of reform.

## **Job description**

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As part of the Learning and Professional Development 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 chain of command facilities 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; and
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- Coordinate or deliver operational training, general training and refresher courses that have had their content and curriculum established by the Learning Support Services Branch. The content and curriculum of training is to be as required and approved by the Operating Standards and Procedures Directorate.
- Assist in the preparation of training schedules and training programs for Youth Justice training and refresher courses required for Department staff.
- Provide assistance, advice, coaching and mentoring to Training Officers to develop and enhance their capabilities.
- Monitor the progress of Training Officers in the performance of their duties.
- Ensure the quality of operational training and general training delivery and assessment is to Directorate required standards.
- Participate in Interview Selection Panels and Decision Panels for Trainees.
- Conduct and coordinate inductions and foundation training for Trainees.
- Mentor Trainees throughout their training period, providing mentoring and feedback regarding progress, improvement, expectations and consequences.
- Advise on a Trainee's performance at the completion of entry-level foundation training period and recommend or not recommend approval to graduate based on Trainee's performance and competency.
- Conduct or coordinate operational training, general training and refresher courses for all levels.

- Provide feedback to assist the Learning Support Services Branch in continuously improving training.
- Undertake the writing of training manuals and preparation of education materials in order to deliver approved training content and curriculums to required standards.
- Assist Learning Support Services Branch in developing the Department's training e-learning modules.
- Record training delivered to staff in the Department's Learning Management System.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

#### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

#### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

## **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

## **Role Specific Criteria**

Nil

## **Special requirements/equipment**

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Nil

## **Certification**

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

COMMISSIONER

Signature: \_\_\_\_\_ Date: February 2025

HR certification date: February 2025