



Job Description Form

013988 Project Officer

Integrated Individualised Offender Management Branch

POSITION DETAILS

Classification Level: 5
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Adult Justice Services Division, Rehabilitation and Reintegration Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013961 Principal Manager (Clinical) – Level SC4

THIS POSITION: 013988 Project Officer – Level 5

Direct reports: NIL

OVERVIEW OF THE POSITION

The Directorate's Integrated Individualised Offender Management Branch is the custodian of the Integrated Individualised Offender Management (IIOM) systems for AJS. The Branch is responsible for the development of the IIOM plan for each offender, schedules all interventions and reviews and monitors the individual's progress and pathway through the Department.

The Project Officer implements and facilitates the delivery of individualised integrated offender management plans for all offenders ensuring relevancy and developing new initiatives focusing on safety, rehabilitation, reintegration and a reduction in offending.

The Project Officer assists with the development, maintenance and improvement of IIOM systems and associated plans to ensure effective and integrated offender management.

The Project Officer undertakes an active support role in the research, development and implementation of IIOM systems, programs and plans.

JOB DESCRIPTION

As part of the IOM Branch, 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

- Develops, implements and facilitates the delivery and scheduling of all offender plans; ensuring relevancy and developing new initiatives with a focus on safety, rehabilitation, reintegration and a reduction in offending.
- Assists with the development, review and implementation of case management practices in consultation with the Reintegration and Rehabilitation Directorate, and relevant stakeholders and service providers.
- Conducts research and analysis on all relevant legislation, Government policies, professional standards and scientific literature relating to clinical service provision.
- Assistant with the delivery of training, and provides user support for relevant managers/stakeholders with respect the case management functions provided by the role.
- Provide advice, guidance and consultation to other professionals across the directorate and Department.
- Assists with the provision of strategic reports depicting key themes, issues, trends and correlations within the assessment, counselling and support services to support change and continuous improvement.
- Coordination and maintenance of contract records.

- Consults with stakeholders, either internally or externally and makes recommendations to the Senior Project Officer that support Departmental strategies that reflect best practice and community standards.
- 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, 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.

SPECIAL REQUIREMENTS/EQUIPMENT

Travel within the state may be required.

CERTIFICATION

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

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____