



Job Description Form

Team Leader Regional Youth Justice Services (Generic)

Youth Justice Services

POSITION DETAILS

Classification Level:	6
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Permanent
Organisation Unit:	Youth Justice Services, Community, Diversion and Rehabilitation Services Directorate
Physical Location:	Various Regional Locations

REPORTING RELATIONSHIPS

Responsible to: Manager Regional Youth Justice Services (Generic) – Level 7

THIS POSITION: Team Leader Youth Justice Services (Generic) – Level 6

Direct reports: Senior Youth Justice Officers (Generic) - Level 5
Youth Justice Officers (Generic) – Level 4
Youth Support Officers (Generic) - Level 2
Community Work Officer (Generic) - Level 2

OVERVIEW OF THE POSITION

The Youth Justice Services Division is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through: programs and services for young people on orders in the community and programs and services in custody; services to divert young people away from the criminal justice system.

The Team Leader oversees the day to day operations of the case coordination of young people on community based orders (including Supervised Release Orders), case coordination of young people on Detention Orders, case coordination of young people on Juvenile Justice Team and Court Conferencing referrals, the provision and submission of accurate and timely court reports (including representing the Department in Court), the location of responsible adults to arrange bail, supervision of community work and welfare checks of young people in Western Australia Police facilities.

The Team Leader Regional Youth Justice Services is responsible for providing services for young people that are in alignment with those mandated under the *Young Offenders Act 1994*.

JOB DESCRIPTION

As part of the Community, Diversion and Rehabilitation Services 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 demonstrate 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 undertake activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and undertake business improvements as appropriate; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Applying the principles of the *Young Offenders Act*, Departmental Strategic Plan Platforms and the operating philosophy outlined in the Youth Justice Framework in all interactions with young people, their families and communities.
- Oversees the day to day operations of the case coordination of young people on community based orders (including Supervised Release Orders), case coordination of young people on Detention Orders, case coordination of young people on Juvenile Justice Team and Court Conferencing referrals.
- Facilitates the provision and submission of accurate and timely court reports (including representing the Department in Court), the location of responsible adults to arrange bail, supervision of community work and welfare checks of young people in Western Australia Police facilities.
- Ensures Through Care and Case Coordination underpin the management of all young people in the Department's care.
- Coaches, trains and mentors team members and identify appropriate training and development opportunities through professional supervision and performance management processes.
- Develops options and applies strategic thinking across all areas of work.
- Build relationships and communicate in a culturally competent manner with young people, their families and communities (including Aboriginal and Culturally and Linguistically Diverse young people, families and communities).
- Manage human, financial, physical and technological resources to ensure efficient and effective service delivery outcomes for the management of young people in the Department's care.
- 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 Team Leader's role specific responsibilities and 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 experience working collaboratively with young people, their families and communities (including Aboriginal young people, families, communities and elders).
- Knowledge and understanding of legislation and best practice relating to the management of young people including the *Young Offenders Act 1994*, *Children's Court of WA Act*, *Bail Act*, *Sentencing Act* and *Sentence Administration Act*; the ability to communicate this knowledge and advocate for best outcomes for young people.

SPECIAL REQUIREMENTS/EQUIPMENT

This position is identified under section 6 of the Act (*Working with Children (Criminal Record Checking) Act 2004* (the Act) as Child Related Work. Applicants must have a current Working with

Children Check or be able to successfully apply for one to be eligible for appointment to this position.

The following is a description of requirements when working in Centres that service 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 YJS Team Leader to be away from home for periods of time. You must be available for out of hours duties as per the Award.
- Travel may be required to be undertaken so there is a requirement for every YJS Team Leader to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working across the State. 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.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____