



Job Description Form

Manager Regional Youth Justice Services (Generic)

Youth Justice Services

POSITION DETAILS

Classification Level:	7
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Permanent
Organisation Unit:	Youth Justice Services Division, Community, Diversion and Rehabilitation Services Directorate
Physical Location:	Various Regional Locations

REPORTING RELATIONSHIPS

Responsible to: 013084 - Assistant Director Youth Justice Community Centres - Level 8

THIS POSITION: Manager Regional Youth Justice Services (Generic) – Level 7

Direct reports: Team Leader (Generic) - Level 6.
Administration Officer (Generic) - Level 3.

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 in 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, and programs and services to divert young people away from the criminal justice system.

The Manager will provide leadership, direction and oversight 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 Manager 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 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

- Applies 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
- Provides leadership and oversight 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
- Provides leadership and oversight to 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
- Consults and collaborates with staff and stakeholders, Judiciary, Supervised Release Review Board, the Non-government sector, service providers and other government agencies.
- Ensures Through Care and Case Coordination underpins the management of all young people in the Department's care
- Develops strategic 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

- Undertakes relationship management of non-government service providers and service delivery contractors to ensure programs and services for young people meet the requirements of the Department.
- 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 Manager's role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively

challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

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, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Significant, demonstrated experience working collaboratively with young people, their families and communities (including Aboriginal young people, families, communities and elders).

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/Branches that service regional areas (these requirements may also be applicable to metropolitan based positions that service regional areas):

- When working in a regional area there is a requirement for every YJS Manager 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 Manager 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: _____