



# Job Description Form

## 06622 Manager **Aboriginal Justice**

### Strategic Reform

#### Position details

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Classification Level: 7

Award/Agreement: PSA 1992/PSGOGA 2017

Position Status: Permanent, full time

Organisation Unit: Strategic Reform / Aboriginal Services

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 013053 Assistant Director Reconciliation Level 8

**This position: 06622 Manager Aboriginal Justice - Level 7**

Direct reports: 006638 Senior Project Officer Level 6

006640 Senior Project Officer Level 6

020120 Project Officer Level 4

012180 Project Officer Level 4

012073 Administrative Support Officer Level 1

#### Overview of the position

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The Manager Aboriginal Justice (AJ) reports to the Assistant Director Reconciliation, Strategic Reform.

The Strategic Reform Division identifies and analyses emerging justice trends and develops responsive, innovative, practical policy and programs that deliver desired outcomes for our diverse stakeholders. A key function of the Division is to build and manage productive and effective relationships and partnerships that engage with its key stakeholders.

The Division also provides leadership and strategic direction to guide and support the Department's approach to Aboriginal justice in its policies, programs, strategies, services and initiatives.

The Manager Aboriginal Justice is responsible for managing the analysis, development, review and implementation of a range of Aboriginal justice projects and other initiatives. The position liaises and engages with Aboriginal communities and people, government and non-government agencies and other key stakeholders in developing, implementing, monitoring, evaluating and reporting on the outcomes of the Department's Aboriginal Justice Open Days and other key initiatives.

### **Job description**

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As part of the leadership team, the successful applicant will be expected to:

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**

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Oversees, directs and takes responsibility for the development, implementation, analysis and ongoing review of the Department's Aboriginal Justice Open Days and other key initiatives.

Responds to Ministerials and provides briefings, advice, guidance and presentations to senior management and business areas with regard to Aboriginal justice to ensure that Department programs, policies and processes are responsive to Aboriginal people and their communities.

Communicates effectively with key stakeholders at a senior level, including Aboriginal communities, individuals, other government departments and non-government agencies

Ensures that resources including human, financial and physical assets are managed appropriately and monitors the team towards the achievement of outcomes and in compliance with policies and standards.

Other duties as required and directed 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 roles 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**

Demonstrated knowledge and deep understanding of Aboriginal culture and society and a demonstrated proven ability to communicate sensitively and effectively with Aboriginal people in Western Australia.

Demonstrated experience working with Aboriginal people and communities in Western Australia and a proven ability to demonstrate outcomes.

Valid motor vehicle drivers' licence and the ability to undertake intrastate travel as required.

Extensive experience in managing government programs to comply with legislative and government agency requirements including, but not limited to, reporting on programs, providing written and oral briefings and information about programs.

## **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.

Executive Director – Strategic Reform

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: 18/12/2019