



Job Description Form

020780 Team Leader – General Court Intervention Program

Justice Planning and Reform

Position details

Classification Level: 6

Award/Agreement: PSA 1992/ Public Sector CSA Agreement 2019

Position Status: Temporary

Organisation Unit: Strategic Reform, Justice Planning and Reform

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020680 Program Coordinator – General Court Intervention Program – Level 7

This position: 020780 Team Leader – General Court Intervention Program - Level 6

Direct reports: 3x Case Manager L4/L5

Overview of the position

The Justice Planning and Reform Directorate is a new unit established in the Department's Strategic Reform division, responsible for implementing a package of justice reforms developed and approved by the across-agency Justice Planning and Reform Committee.

The Team Leader reports to the Program Coordinator, and manages a team that undertakes assessment and case management of people on bail with a range of complex needs. The Team Leader is responsible for establishing the required assessment and case management practices, policies and procedures for the General Court Intervention Program operations. On an ongoing basis, the Team Leader provides supervision, training and mentoring of staff in relation to their case management of program participants and provision of reports to courts, to support quality practice and continuous improvement of service delivery.

Job description

As part of the Strategic Reform 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

- Oversees the day to day operations of the case management team to achieve effective management of people on bail with complex needs participating in the General Court Intervention Program.
- Coaches, trains and mentors team members and identifies appropriate training and development opportunities through professional supervision and performance management processes.
- Ensures that all case management practices within the team meet department standards.
- Approves and monitors case management plans, intervention strategies and all delegated units of work as required
- Oversees the preparation, quality and presentation of reports to courts; prepares complex reports where required; allocates and when required delegates the allocation function for reports, cases, associated units of work and monitors standards of work produced.
- Identifies local offender program resources and supports the Program Coordinator in ensuring the availability of appropriate community treatment programs and services for program participants.
- Ensures delivery of an appropriate service by the team. Liaises and collaborates as required with relevant stakeholders, including Community Corrections staff, providers of treatment programs and services, legal officers and others, to ensure appropriate and effective service delivery.
- 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, 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 knowledge or experience working with adult offenders within a criminal justice framework.

Desirable

- A degree in the human services, social or behavioural sciences.

Special requirements/equipment

Nil

Certification

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

Kylie Maj - Executive Director

Signature:  Date: 11/02/20

HR certification date: 24 February 2020