



GOVERNMENT OF  
WESTERN AUSTRALIA

Department of  
Justice

# Youth Justice Officer

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Job Applicant Information and Guide Booklet

Appointment Pool – Metropolitan and Regional

Level 4, \$81,452–\$85,797 (PS CSA 2019)

The Department of Justice respectfully acknowledges the traditional custodians of the land as being the first peoples of this country. We embrace the vast Aboriginal cultural diversity throughout Western Australia and recognise their continuing connection to country, water and sky. We pay our respects to Elders past, present and emerging. The Department of Justice is committed to fostering respectful partnerships with our Aboriginal colleagues, clients and those in our care.

# About Department of Justice

Thank you for your interest in the advertised Youth Justice Officer role within the Department of Justice. This booklet will provide you with information, guidelines and steps in the recruitment and selection process to assist you and provide you with every chance of success with your application.

## Mission

A fair, just and safe community for all Western Australians

## Principles

- High performing and professional
- Ethical and accountable
- Trained, safe and supported

## Values

- Respecting rights and diversity
- Fostering service excellence
- Being fair and reasonable

## Roles and services

The Department of Justice supports the community, Western Australia Government, judiciary and State Parliament through the provision of access to high quality justice, legal and corrective services, information and products.

The Department is the agency principally responsible for assisting the Attorney General and the Minister for Corrective Services in developing and implementing policy and the administration and compliance of approximately 200 Acts.

The Department has a diverse range of services, which have the potential to affect all Western Australians. This includes:

### Justice Services

- Court and tribunal services
- Corrective services
- Offender management and community safety
- Victim support

### Key result areas

- Responsive to Government
- Improved data, analytical and evaluative capability
- Targeted and strategic policy development and legislative reform
- Improved community safety and security
- Sustainable strategies and outcomes

### Services to the Community

- Advocacy, guardianship and administration services
- Trustee services
- Birth, death and marriage registration services

### Services to Government

- Policy advice
- Legal advice and representation
- Legislative drafting and related services

## Operating locations

Youth Justice Services (YJS) is responsible for the safety, security and rehabilitation of young people engaged with Youth Justice.

Our core objective is to reduce reoffending among young people through:

- programs and services in custody
- programs and services for young people on orders in the community
- services to divert young people away from the criminal justice system.

Youth Justice Services works with young people who offend and their families to create safer homes and communities. Youth Justice Services is a multi-disciplinary team working to provide an evidenced based responsive service to young people and their families when they come into contact with the youth justice system.

It aims to reduce antisocial behaviour, strengthen and empower families, strengthen interagency partnerships and prevent the likelihood of further escalation through the criminal justice system while upholding the integrity of court orders and contributing to the protection of the community.

The range of services and programs offered by the Department to young people and their families fall into four main areas:

- Preventing and diverting young people from entering the formal criminal justice system.
- Managing young people to complete community-based Court and Early Release Orders.
- Intervening with young people and their families to help them get back on track when a young person comes into contact with the criminal justice system.
- Working with young people and their families in pre, post and during periods of detention.

More information about the Department and Youth Justice Services is available on our website at [www.correctiveservices.wa.gov.au](http://www.correctiveservices.wa.gov.au)

## Roles and responsibilities

Under supervision of the Team Leader, the role of a Youth Justice Officer (YJO) will include supervising young people in the community who are involved, or at risk of being involved in the justice system, by providing advice and assessment reports to courts and releasing authorities.

As a Youth Justice Officer, you will:

- Contribute to community safety by making a positive difference to the lives of young people who offend.
- Work in the community with young people and families and attending locations such as the Youth Justice detention centre and Courts.
- Use contemporary counselling and intervention techniques and strategies to achieve positive change in young people.
- Meet and work with young people and their families regularly to help them adopt law-abiding lifestyles. This may involve developing case plans which link young people with external services and intervention programs.

Being a Youth Justice Officer is a challenging role. It's about helping young people make changes that will reduce the likelihood of reoffending and being sent to detention which may negatively impact on their future development and community safety.

Successful candidates will:

- Demonstrate ability to engage with young people in a community, custodial and home environment and in a culturally appropriate manner.
- Bring with them a range of skills and life experience to empower youth who offend.

Please read the Job Description Form for more information on the specific duties of the role.

Suitable applicants will be placed in a pool from which permanent, fixed term, full-time and part-time appointments may be made when vacancies arise and in accordance with business requirements. The pool will operate for a twenty-four-month period.



## Salary, Entitlements and Benefits

Youth Justice Officers receive a competitive salary, benefits and other employment conditions.

### Salary range:

**\$81,452 – \$85,797** per annum (pro rata) + 10% superannuation

## Flexible Working Conditions

### Leave Entitlements

- Annual leave: 4 Weeks annual leave plus 17.5% leave loading
- Personal leave
- Parental leave up to 14 weeks
- Purchased Leave
- Long service leave after 7 years

### Other benefits

- Salary packaging
- Job security
- Rewarding career
- Promotions and career developmental opportunities
- A workplace that celebrates diversity and fosters inclusion

**Regional benefits** – if you are interested in working in a regional area, you **may** be eligible for additional benefits. These are dependent on the region, but may include:

- Additional annual leave
- Annual leave travel concessions
- Subsidised rental – not applicable to local recruits
- Home ownership scheme – eligibility requirements must be met
- Subsidised utility bills

### Aboriginal applicants

- Access to the Aboriginal Workforce Development team to discuss developmental opportunities or to seek advice on the recruitment and selection process
- Dedicated Aboriginal Workforce Development Strategies are in place within the Department
- Opportunities to support Aboriginal people in the Justice system

## Pre-appointment requirements

Youth Justice Officers are required to meet the following pre-appointment requirements prior to commencement:

- ✓ Be an Australian or New Zealand citizen, or have Australian permanent residency status
- ✓ Receive clearance through a National Criminal History check and the Department's Integrity Assessment
- ✓ Successfully completion of all relevant pre-employment assessments. This may include psychological testing
- ✓ And any other selection assessments as determined by the Department
- ✓ Possess a current C-Class car Driver's Licence
- ✓ Possess or have an ability to successfully obtain a Working with Children Check as per *Working with Children Act 2004* (WWC Act)





# Selection process

## Assessments

Applicants who are shortlisted will be assessed against all the job-related requirements listed in the JDF (attached to the job advertisement) through a series of selection assessments.

To be selected to the Youth Justice Officer Appointment pool, there are assessment stages you must successfully undertake. Stages are not necessarily sequential and due to time constraints, some stages may overlap.

It is important to note:

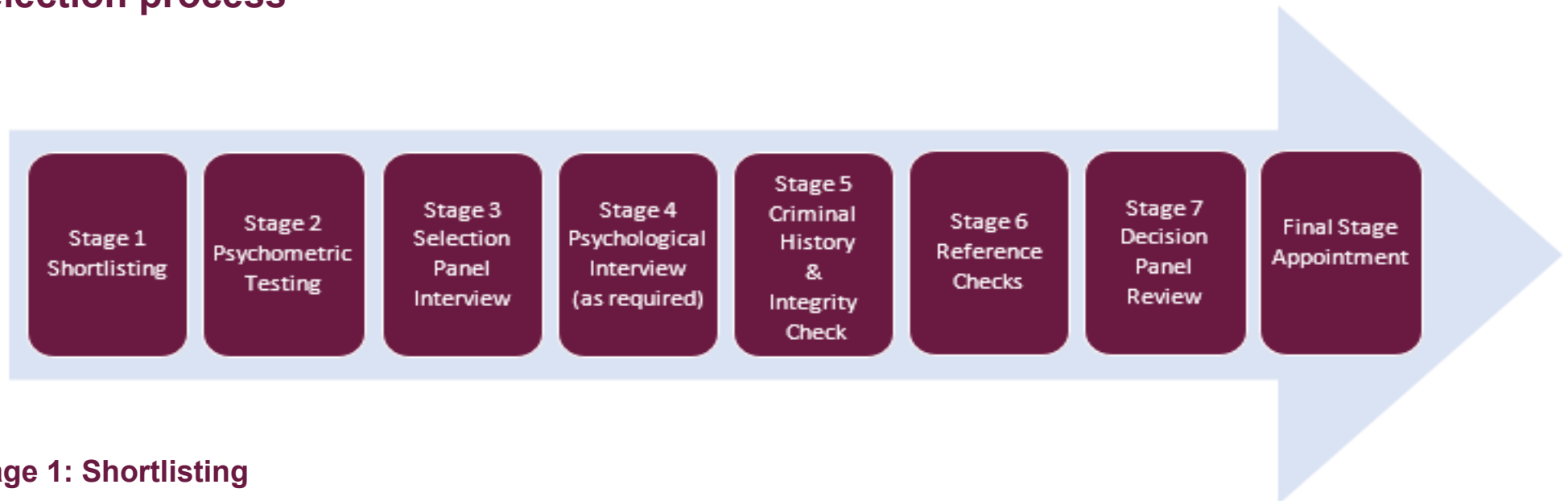
- Applicants must be available to attend assessments at a short notice.
- Travel to and from any assessment location is at the applicant's expense.
- The assessments are planned to be conducted between these dates; however, they may be subject to change at any time during the selection process. If this occurs applicants will be notified of the changes.
- Most of the assessments will take place during business hours (Monday to Friday 8:00 to 17:00). In most cases it will not be possible to offer assessments outside of business hours.
- Notification regarding the outcome of each stage of the recruitment process will be sent to applicants via email. It is essential you regularly check your emails to monitor the progress of your application. Applicants who are deemed unsuccessful at any stage of the selection process may be excluded from further assessments.

## Proposed timetable for Youth Justice Officer assessments

Please note that the below dates may be subject to change based on operational requirements.

Assessment	Date
Shortlisting and Psychometric Testing	Ongoing from 25 October 2021
Selection Panel Interview	11 January 2022 – 3 February 2022
Psychological Interview, Reference checks and Criminal History and Integrity screening	12 January 2022 – 24 February 2022

## Selection process



### Stage 1: Shortlisting

Your **CV/resume** and **online application responses** incorporating the requested information will be assessed to determine whether you are shortlisted for further assessment. Consideration will be given to eligibility requirements as outlined in the JDF and in the job advertisement.

### Stage 2: Psychometric Testing

Psychometric testing is designed to assess your cognitive and psychological suitability for the role. You will be invited to complete a series of online aptitude tests and a comprehensive personality questionnaire.

### Stage 3: Selection Panel Interview

A selection panel will ask a series of questions relevant to the role designed to draw information about your skills, knowledge, and abilities against the job-related requirements (detailed in the JDF).

The interview will comprise of 25 minutes of pre-interview preparation time which consist of 10 minutes to complete brief written exercise and 15 minutes to help you consider and prepare your responses to the interview questions. This will then be followed by an additional 30 minutes for your interview with the panel.



You should consider the following points in preparation for your interview:

- The written exercise requires you to demonstrate your ability to present information in a clear, logical and concise manner.
- Be punctual and appropriately dress – neat and professional.
- Review and understand the role and job-related requirements outlined in the JDF.
- Consider the job-related requirements and think of specific examples of situations where you have applied the relevant skills and abilities.
- Consider problems that might be encountered and how they would be resolved.
- Take time to answer each question and present answers clearly and concisely.
- Use the interview to ask any questions that you may have in relation to the position.
- Reflect on the duties of the role and how they could be carried out.

## **Stage 4: Psychological Interview**

You may be required to attend an interview with a registered psychologist. Be prepared to answer questions about yourself including your work, family and social life, some of which may be more personal than you would expect in a normal job interview. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol, including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area.

Any recommendations from the interviewing psychologist will be considered by the decision panel that will make the final determination of your suitability.

## **Stage 5: Criminal History and Integrity Check**

All Department of Justice employees are required to undergo an integrity and national criminal history check. You will be emailed instructions to complete the Department's criminal history and integrity check. It is important you ensure the personal information you provide is correct. Providing false or misleading information can negatively impact the outcome of your application.

In positions that involve working with offenders an integrity check may also include investigations into suspension from employment, past employment records and performance, workers' compensation, spent convictions and pending charges.

A previous criminal conviction or pending charge will not necessarily preclude a person from being employed with the Department. The Department of Justice assesses each case based on its merits.

## **Stage 6: Referee Reports**

You are asked to provide the names and contact details for at least two relevant work-related referees such as your previous/current supervisor or manager who can comment on your skills and abilities relevant to the position. It is important you ensure your referees are aware they may be contacted by the Department and are willing and available to provide a referee report on your behalf.

## **Stage 7: Decision Panel Review**

The decision panel typically comprises of various executive and operational stakeholders, human resources personnel, training staff and psychologists. They are responsible for making a holistic assessment of each applicant's suitability, based on all the information obtained throughout the selection process.

You will be formally notified in writing about the outcome of your application once the selection process is finalised. Notifications for all successful and unsuccessful applicants will be sent via email and will include information on how to seek feedback, which can help you to understand how the panel made their decision.

## Appointment Pool

If you are deemed suitable by the decision panel you will be placed into an appointment pool. An appointment pool is usually valid for twelve months, however, may be advertised to operate for two years, during which time you can be considered for the Youth Justice Officer vacancies when and as they arise. It is important to note that inclusion in the appointment pool does not guarantee you will be offered employment.

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant from the Appointment Pool. Determining individual appointments will be based upon a range of factors:

- Applicants' locality and preferences
- Availability of vacancies
- Gender / diversity balance as per the Department's Substantive Equality Policy
- Assessment information, where applicable.

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. For example, an applicant may subsequently obtain a criminal conviction or develop a long-term illness / injury while awaiting an offer of appointment. The Department reserves the right to reassess any applicant's suitability for the role (eg medical, fitness, criminal history and integrity screening) whilst they are in the Appointment Pool, before making an offer of appointment.



## Training

A Foundational Training Program provides new staff with foundation skills and knowledge designed to prepare them to commence duties as Youth Justice Officers. The full-time course incorporates nine months of mixed periods both off-the-job and on-the-job training, based at the Department's Academy in Perth and at the trainee's workplace. Written and practical assessments are conducted during this period.

This training is linked to a nationally accredited qualification. New staff that have been assessed as competent by experienced field and training staff will be awarded an accredited qualification. This Foundational Training is a mandatory requirement to work as a Youth Justice Officer and appointees will be required to successfully complete both on-the-job and Academy based training within a prescribed period.

Permanency as a Youth Justice Officer will be dependent upon the successful completion of all elements of training, the completion of a satisfactory performance assessment, good conduct, and regular attendance. Appointments are made based on business needs.



## Other information

### Regional Information and links

The Department is actively recruiting for regions such as Kalgoorlie, South Hedland, Halls Creek, Karratha, Meekatharra, Kununurra, Derby and Geraldton. Please visit the following links for comprehensive information about living and working in these areas. To find out more information on the range of activities these areas have to offer, visit [www.westernaustralia.com](http://www.westernaustralia.com).

#### Kalgoorlie – Goldfields:

- <http://www.drd.wa.gov.au/regions/Pages/Goldfields-Esperance.aspx>
- <https://movetokal.com.au/>.

#### South Hedland – Pilbara region:

- <https://www.porthedland.wa.gov.au/our-community/community/about-port-hedland.aspx>.

#### Halls Creek – East Kimberley:

- <https://www.aussietowns.com.au/town/halls-creek-wa>

#### Karratha- Pilbara region:

- <https://karratha.wa.gov.au/map-listing/cities-and-towns>.

#### Meekatharra – Midwest:

- <https://www.meekashire.wa.gov.au/>.

#### Kununurra – East Kimberley:

- <https://karratha.wa.gov.au/map-listing/cities-and-towns>.

#### Derby – West Kimberley:

- <http://www.drd.wa.gov.au/regions/Pages/Kimberley.aspx>.

#### Geraldton- Midwest:

- <http://www.drd.wa.gov.au/regions/Pages/Mid-West.aspx>.





## How to apply

The Department of Justice is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply. Aboriginal applicants can receive culturally competent support by contacting the Aboriginal Workforce Development Team – contact details can be found on the next page.

The method for submitting your application is **online**. Once you have submitted your online application, you will receive an automated email confirmation. This will state the date and time your application was received and a unique application reference number. The email will also specify which attachments have been submitted with the application (ie **curriculum vitae (CV)/resume**).

If you do not receive a confirmation email after applying online or you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

In order for your application to be **complete**, you will need to submit the following:

- A current and comprehensive **CV/resume** including the contact details of two (2) work-related referees. Where possible, referees should include current or recent supervisors and/or line managers
- During the online application submission process, you will need to explain your suitability for the position. Use examples and consider the role specific responsibilities to demonstrate the job-related requirements detailed below. Please address each requirement in **250 words or less**:

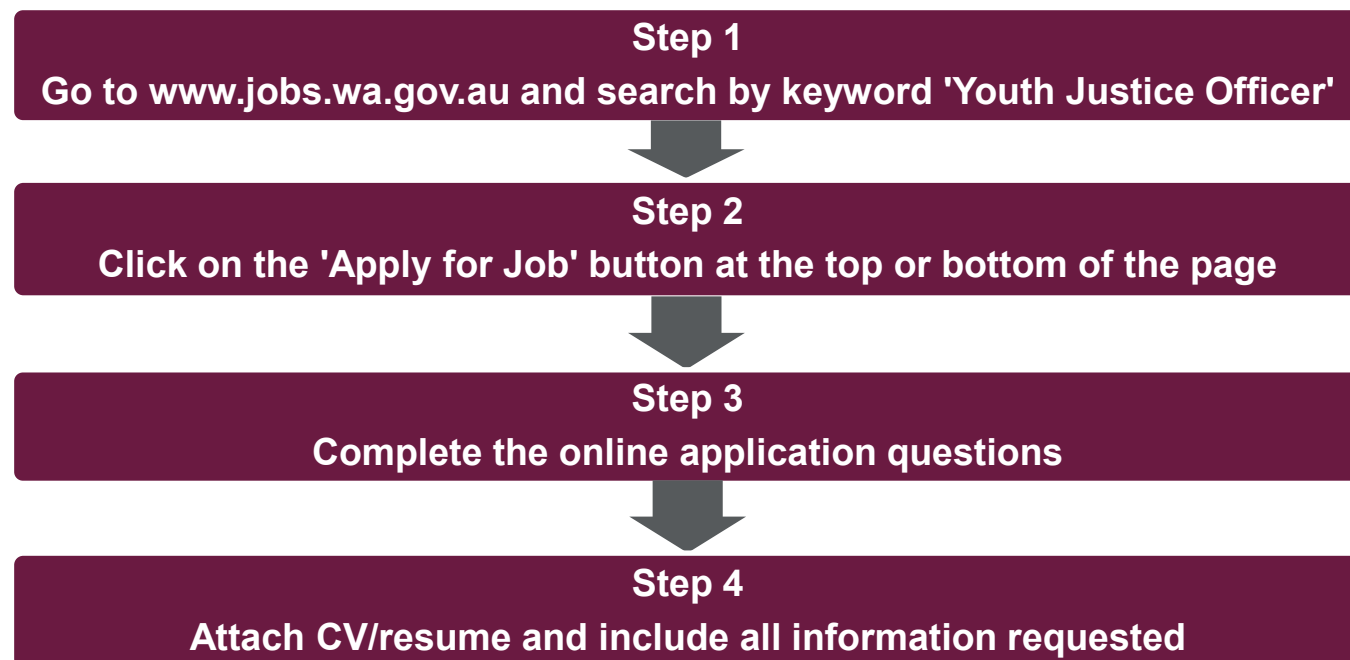
1. **Achieve Results**
2. **Builds Productive Relationships**
3. **Communicates and Influences Effectively**

**Applications close: Monday, 22 November 2021 (4.30 pm WST)**

Please ensure you allow sufficient time to submit your application, as late applications will not be accepted.

**Applications close: Monday, 22 November 2021 (4.30 pm WST)**

## Only online applications accepted



## Have questions regarding the role recruitment and selection process?

Contact:

### Bulk Recruitment

@ [recruitment@justice.wa.gov.au](mailto:recruitment@justice.wa.gov.au)



1800 974 199

For further information about the role, please contact **Wendy Telfer** on **(08) 9264 6286**.

The Department of Justice is committed to ensuring its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community, including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply. As such, we will apply Section 51 and may apply Section 27 (2) of the *Equal Opportunity Act 1984*.

## Have a question?

Contact:

### Aboriginal Workforce Development

@ [aboriginalworkforcedevelopment@justice.wa.gov.au](mailto:aboriginalworkforcedevelopment@justice.wa.gov.au)



9264 1700





**Thank you for your interest in a career with the Department of Justice.  
We look forward to receiving your job application.**

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