



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title JJT Coordinator		Special Conditions WWC
Effective Date June 2014	Position Number Generic	Level 5
Division Community and Youth Justice	Directorate Youth Justice Services	Branch Various

Divisional Outcomes

Reduce offending, protection of the community and guidance of young people who have offended towards the adoption of law abiding lifestyles.

Effective business systems and services that support the Departments success.

Directorate Outputs

Young people who offend managed in the community.
Young people who offend managed in custody.
Prevention and Diversion Services.
Intervention Services.
Victim Services.

Branch Outputs

Youth Justice Services is a multi-disciplinary team working to provide an evidence 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 interagency partnerships and prevent likelihood of further escalation through the youth justice system.

Role of the Position

Direct the operations of a Juvenile Justice Team and liaise with relevant government Departments, non-government bodies and community groups in the area.

Review and monitor the effectiveness of the Juvenile Justice Teams and contribute to the ongoing development of policy relevant to the teams and their role in the diversionary process.

Responsible for the quality of the Action Plans developed in Juvenile Justice Team meetings.

Participate in Family Group and Court Conferencing Meetings.

Market and promote the Juvenile Justice Team programme to outside agencies, organisations and individuals.

Establish and maintain networks to assist with the development and implementation of programmes. This will involve liaising and consulting with community members.

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Responsibilities of this Position

Leadership

- Provides direction and coordination to the Juvenile Justice Team business to achieve the outcomes of the multi-disciplinary Team under control.
- Ensures effective two-way communication between management and staff.
- Ensures cooperative multi-agency work practices within the Team's core business functions.

Planning

- Contributes to the development of business plans for the Team.
- Develops and implements operational plans for the Team by planning and allocating workloads and resources, rostering, etc.
- Collates statistics to inform the planning process.

Policy and Procedures

- Oversees the preparation, quality and presentation of reports.
- Understands and applies the *Youth Justice Services Philosophy*, the provisions of relevant legislation, policy and procedures applying respectively to young people who have offended, young defendants and Departmental staff.
- Accountable for ensuring that all members of the case management team also understands and apply them.

Customer Relationships

- Determines customers needs and acts to ensure these needs are met.
- As required, represents the Team in consultations and negotiations with relevant government Departments, non-government agencies, community groups and special interest groups.
- Provides advice to staff, JJT stakeholders and customers on more complex matters.
- Markets and promotes the Juvenile Justice Team programme to management, staff, stakeholders, outside agencies, organisations and individuals.

People Management

- Plans, schedules and controls the daily work activity for the Team.
- Mentors and coaches team members.
- Specifically is responsible for:
 - Day to day supervision of staff including ongoing monitoring of staff performance, delegation of duties, staff development and induction of new staff.
 - On the job training of all members of the team.
 - Takes responsibility for day to day operations of a sub office or reporting centre in the absence of a Team Leader.
- Coaches, trains and mentors team members and identifies appropriate training and development through Professional Supervision and Performance Management processes.

Information & Knowledge Management

- Utilises information and knowledge effectively for the Juvenile Justice Team.

Cultural Change

- Creates a team environment that supports a positive and innovative organisational culture.
- Establishes and maintains an effective and committed team workplace.
- Manages and implements change.

Continuous Improvement

- Identifies and implements opportunities for continuous improvement within the Juvenile Justice Team.
- Reviews and improves processes, environments and systems.

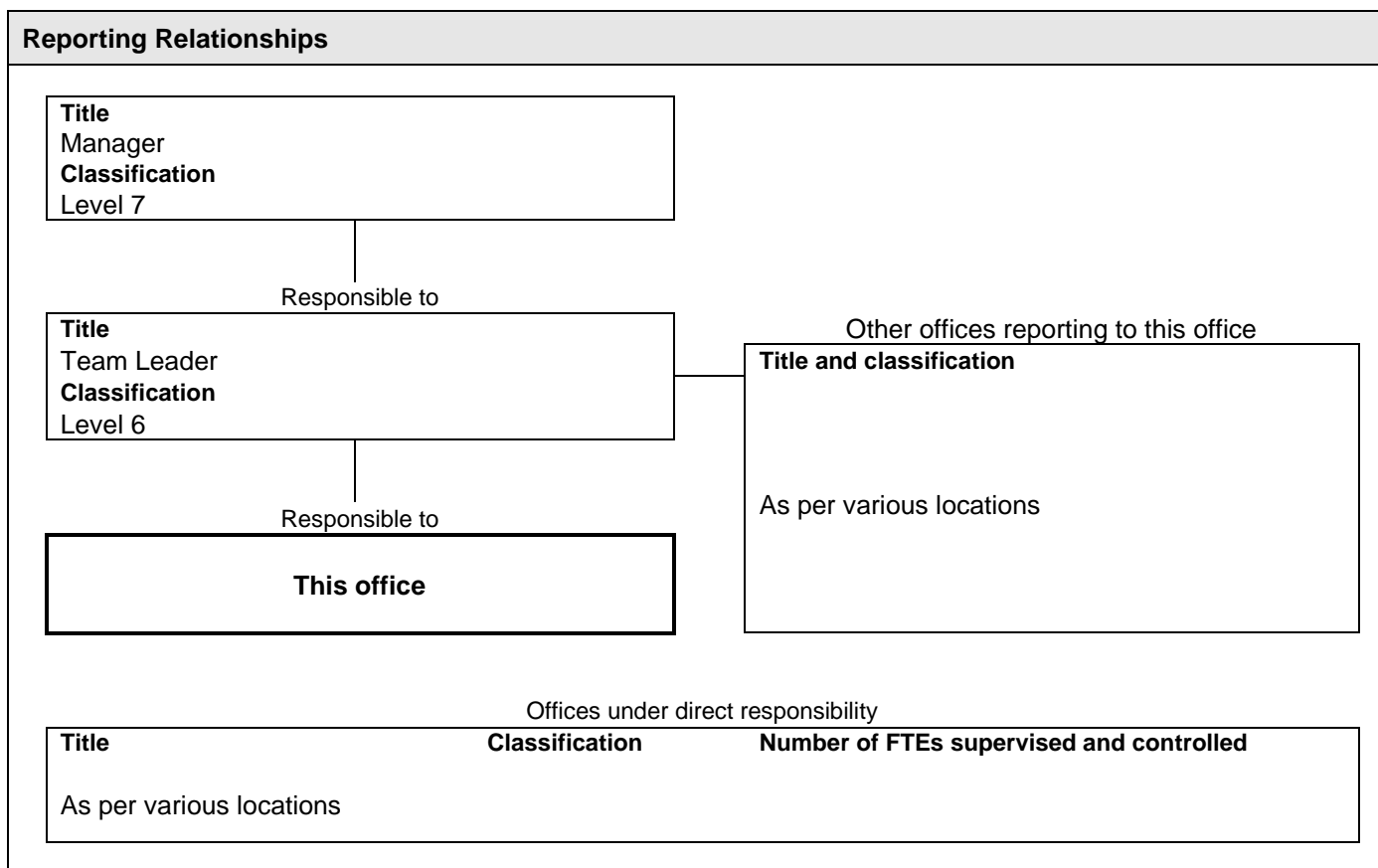
Other

- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
ESSENTIAL	
<p>Special Requirements for those centres/branches that service regional areas:</p> <p>The following is a description of requirements when working in Centres/Branches that service regional areas (these requirements may be applicable to metropolitan based positions that service regional areas):</p> <p>When working in a regional area there is a requirement for every JJT Coordinator to be away from home for periods of time. You must be available for out of hours duties as per the Award.</p> <p>Travel may be required to be undertaken so there is a requirement for every JJT Coordinator 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.</p>	
1. Eligibility	<p>Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (<i>the Act</i>).</p> <p>This position is identified under section 6 of 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.</p>
2. Planning	The ability to contribute to operational plans for teams to achieve outcomes.
3. Resource Management	The ability to co-ordinate the use of allocated human, financial and physical resources effectively for the Juvenile Justice Team.
4. Team Building and Maintaining Relationships	The ability to participate in, lead and facilitate a multi-disciplinary work group, lead by example and establish and manage effective multi-disciplinary workplace relationships to achieve positive outcomes.
5. Communication	Effective written, oral and interpersonal communication, particularly the capacity to make public presentations to increase the Juvenile Justice Team profile and the ability to facilitate and chair group meetings. Demonstrates cultural competency in engaging and working with Aboriginal and other Culturally and Linguistically Diverse (CALD) young people, their families and communities.
6. Knowledge	<p>Knowledge of policies and procedures relating to management of young people in the community who offend and relevant legislation including the Young Offender's Act, Children's Court of WA Act, Bail Act, Sentencing Act and Sentence Administration Act.</p> <p>Knowledge of policies and procedures relating to financial management, management of human resources and legislation pertaining to Occupational Safety and Health, and Equal Employment Opportunity.</p> <p>Experience in working with and/or the management of young people in either a community or custodial setting.</p> <p>Knowledge of culturally effective practices.</p> <p>Knowledge of developmental stages, levels of maturity and needs of young people.</p>
DESIRABLE	
7. Qualifications	Degree in Social or Behavioural Science or equivalent.
<p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Location and Accommodation
Location: Various Metropolitan and Regional areas
Accommodation: GROH in eligible areas
Allowances / Special Conditions
The Contract of Employment specifies conditions relating to this position.

Certification	
The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
Delegated Authority Approval	
Signature	
Date	/ /