



Job Description Form

005504 – Manager Listings and Support

Prisoners Review Board

Position details

Classification Level: 5

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services – Magistrates Court and Tribunals

Physical Location: Perth CBD

Reporting relationships

Responsible to: 006525 Manager Boards and Programs (Registrar) – Level 7

This position: 005504 Manager Listings and Support – Level 5

Direct reports: 6 x Coordinator Listings and Support – Level 4

4 x Support Officer – Level 2

Overview of the position

The Magistrates Court and Tribunals Directorate is accountable for:

- Judiciary and Judicial Support;
- Case Processing;
- Enforcement of criminal and civil court orders; and
- Enhancement of Aboriginal services throughout the state.

The Manager Listing and Support is responsible for:

- Providing administrative and secretarial support to the Prisoners Review Board, Mentally Impaired Accused Review Board and Supervised Release Review Board, and analysing information from a range of sources in order to complete defensible assessments for release consideration.
- Supervising the secretarial support team to ensure quality control to achieve Organisation Unit outcomes.

- Planning, scheduling and controlling the daily work activity of the secretarial support team and providing training to members of the team.

Job description

As part of the Prisoners Review Board administrative 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

- Contributes to the business and operational plans for the Boards and the Organisation Unit.
- Implements operational plans for the Boards by planning and allocating workloads and resources.
- Assists the Registrar in the delivery of effective administrative services on behalf of the Boards.
- Provides direction and support to achieve the outcomes of the Boards.
- Ensures effective two-way communication between the Boards and the Organisation Unit.
- Supervises the workflow of the team.
- Provides on the job training to team members.
- Implements and ensures compliance with policy and procedures of the Boards and the Organisation Unit.
- Advises the Boards on technical, administrative issues, policies and regulations as required.
- Ensures quality administrative support to Board meetings including the recording of accurate minutes, and supervision of the preparation of agendas, the creation of release orders, warrants and decision letters.

- Ensure appropriate and necessary information is available to enable defensible decision making by releasing authorities.
- Liaises between stakeholders and the Boards, and responds to complex enquiries to ensure needs are met.
- Provides advice to stakeholders and staff on matters in relation to the Boards activities.
- Identify and implement continuous improvement strategies within the Directorate.
- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.
- 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 role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge

mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

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.

Director, Magistrates Court and Tribunals

Signature: _____ Date: 3 Nov 2021

HR certification date: Nov 2021