



# Job Description Form

## Senior Communication Partner

### Court Counselling and Support Services

#### Position details

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Classification Level: Level 3 Specified Calling

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Court Counselling and Support Services

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 022979 Manager, Communication Partner Program – Level 4SC

**This position: 022980 and 022981 Senior Communication Partner – Level 3SC**

Direct reports: Nil

#### Overview of the position

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Court Counselling and Support Services is accountable for supporting the Court and Tribunal Service outputs related to:

- Judiciary and judicial support
- Case processing
- Enforcement of criminal and civil court orders
- Administration of victim support and counselling services.

The Communication Partner Program facilitates the provision of expert and impartial advice to courts and the Mental Impairment Review Tribunal with the objective of supporting accused and supervised persons with communication difficulties during criminal and civil matters.

A Senior Communication Partner is an independent communication specialist who is trained and accredited as an officer of the court, responsible for assessing and providing communication assistance to accused or supervised persons with communication difficulties.

The Senior Communication Partner is responsible for:

- Assisting the Manager, Communication Partner Program with the effective delivery of the Communication Partner Program.
- Providing advice to the courts and the Tribunal relating to communication with an accused or supervised person through an assessment of their cognitive and communication abilities.
- Providing specialist communication assistance to an accused or supervised person as they engage in the justice process.

### **Job description**

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As part of the team, the Senior Communication Partner 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 reporting relationships 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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- Assess accused or supervised persons' communication needs and provide advice and recommendations to courts and the Tribunal regarding communication with the accused or supervised persons to ensure they can appropriately participate in court or Tribunal proceedings.
- Provide independent communication assistance to the accused or supervised persons during court and/or Tribunal hearings, to ensure questions put to the accused or supervised persons and responses given by the accused or supervised persons are accurately relayed and understood by all parties.
- Prepare and provide the court and Tribunal with comprehensive written reports on the communication needs of an accused or supervised persons before they attend a hearing.
- Maintain accurate records in accordance with Communication Partner Program requirements and provide activity reports to the Manager, Communication Partner Program as required.
- Contribute to research and policy work related to Communication Partner Program drawing on national and international knowledge and resources.

- Support the Manager, Communication Partner Program in providing training and support to other Communication Partners, criminal justice stakeholders and other stakeholders to ensure best-practice delivery of the Communication Partner Program.
- Adhere to the Communication Partner Procedural Guidance Manual and all relevant WA legislation and Public Sector policies and procedures.
- Establish and maintain constructive working relationships and liaise and communicate with key stakeholders within and outside the Department of Justice.
- Attend court hearings and Tribunal hearings as required.
- Exhibit accountability, professional integrity and respect consistent with the Department of Justice's Values, the Code of Conduct, and the public sector Code of Ethics.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Role specific criteria**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Essential**

1. An accredited tertiary qualification in one or more of the following areas:
  - Accredited qualification in Psychology and eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA);
  - Tertiary qualification in Social Work and eligible for full membership with the Australian Association of Social Workers or the Society of Professional Social Workers;
  - Tertiary qualification in Occupational Therapy and eligibility for registration with the Occupational Therapy Board of Australia;
  - Tertiary qualification in Speech Pathology and full membership of Speech Pathology Australia (SPA);
  - Or another relevant field.
2. High level knowledge and skills in undertaking assessments and providing support and intervention.
3. Demonstrated ability to establish and maintain effective working relationships with stakeholders.
4. Highly developed conceptual, analytical and decision-making skills.
5. Highly developed written, verbal, and interpersonal communication skills.

#### **Desirable**

1. A minimum of three-years' experience working with people with communication and/or developmental needs including children, young people, people with a disability and older people would be highly regarded.
2. Experience working with culturally and linguistically diverse young people, adults, and their communities.

3. Knowledge of the *Criminal Law (Mental Impairment Act) 2023*, *Mental Health Act 2014*, *Criminal Code*, and associated legislation, practices, and procedures.
4. Understanding of court practises and procedures.

### **Special requirements/equipment**

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- The applicant is required to attend and pass mandatory training to become an accredited Western Australian Communication Partner which is provided in-house. Mandatory training may not be required if the applicant currently holds a relevant accreditation from another jurisdiction.
- This position is identified under section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.
- Some regional travel throughout Western Australia will be required at various times.
- It is a requirement of the position holder to hold a valid driver's licence.

### **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.

Deputy Director General, Court and Tribunal Services

Signature: \_\_\_\_\_ Date: 9 August 2024

HR certification date: August 2024