



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Administrative/Case Support Officers
<b>Department:</b>	Department Youth and Community Development
<b>Responsible to:</b>	Director Youth and Community Development
<b>Position:</b>	Casual
<b>Award:</b>	Local Government Officers Award 2011
<b>Classification:</b>	Level 4.3

### SECTION 2 - POSITION FUNCTION

#### Overall

The Department of Prime Minister and Cabinet, Department Corrective Services and the Department Child Protection and Family Support provides funding to communities within the Shire of Halls Creek through the Prevention Diversion Rehabilitation and Restorative Justice Program named Olabud Doogethu, to develop and undertake culturally relevant case management and pro-social activities that will help reduce Indigenous Australians' adverse contact with the justice system.

This role is a casual Support Officer role to assist with project administration and assist in managing the extensive partnership work undertaken between the Shire of Halls Creek and Social Reinvestment WA in support of Olabud Doogethu as the state's first Justice Reinvestment Site.

### SECTION 3 - KEY RESPONSIBILITIES

**Responsibility 1**                      **Olabud Doogethu Support Officer (SO) will support administrative coordination efforts of Olabud Doogethu**

Authority Level                      Able to work semi-autonomously with guidance and assistance from the Director of Youth and Community Development.

Measurement                      Projects are run on time, and administrative tasks are completed on an as needs basis.

**Responsibility 2**                      **Contributing to Team Plans and implementing strategic priorities to achieve outcomes for disadvantaged communities.**

Authority Level	Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development.
Measurement	Team members are meeting KPI's and program is achieving its goals.
<b>Responsibility 3</b>	<b>Coordinate the development of the Olabud Doogethu Outcomes Framework</b>
Authority Level	Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development. Undertaking outcomes measurement framework is necessary to evaluate the project. These measurements are integral for informing the framework of the OD program, and to communicate clear successes and findings that will maintain funding and lend support to other Justice Reinvestment efforts across the state.
Measurement	Team members are meeting KPI's and program is achieving its goals.
<b>Responsibility 4</b>	<b>Draft letters, booklets, newsletters, or other formal documentations that promotes the Olabud Doogethu project and its partners.</b>
Authority Level	Able to work semi-autonomously within established procedures, with guidance from the Director for Youth and Community Development.
Measurement	Accurate, well-formatted and grammatically correct work is achieved within the appropriate timeframes and deadlines.
<b>Responsibility 5</b>	<b>To provide administrative assistance as directed by the Director Youth and Community Development</b>
Authority Level	Able to work autonomously with limited direction from the Regional Program Manager for Youth.
Measurement -	Administrative tasks assigned are completed as according to standards set by each task.
<b>Responsibility 6</b>	<b>To ensure (in cooperation with the Records Manager) that all outgoing communications are recorded via screen capture and are registered and managed in accordance with the Document Management Plan approved by the CEO.</b>
Authority Level	The officer is expected to work in cooperation with the Records staff.
Measurement	<ol style="list-style-type: none"> <li>1. High level of cooperation with Records staff.</li> <li>2. All subject documents are managed appropriately in accordance with the Document Management Plan.</li> </ol>

## **SECTION 4 – SPECIFIC DUTIES**

### **Administration, Planning and Co-ordination:**

- Work with the Youth and Community Development Director and partner organisation Social Reinvestment WA to support administration of the project and partnership.
- Assist with graphic design materials used to communicate the structure of the Restorative Justice program.
- Comply with the record keeping and document management requirements approved by the Chief Executive Officer.

### **Other:**

Work as an effective team member and undertake other duties as required to support the successful provision of youth services, facilities and programs.

Other Duties as directed by the SRWA Campaign Coordinator and Director Youth & Community Development.

**SECTION 5 – SELECTION CRITERIA**

<p><b>Essential</b></p>	<p><b>Person Specification</b></p> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Well-developed interpersonal skills including well-developed communication skills.</li> <li>▪ Good level administrative and organisational skills.</li> <li>▪ Competent information technology skills.</li> <li>▪ Demonstrated ability to work as part of a team</li> <li>▪ Good time management skills</li> <li>▪ Ability to develop trust and build relationships with communities, including Indigenous communities.</li> <li>▪ Preparedness to travel to remote areas for overnight stays with limited facilities.</li> <li>▪ Current "C" class driver's licence (manual preferred), with 4WD experience or a willingness to undergo 4WD training.</li> <li>▪ A current Working With Children Check (WWCC), or commitment to undergo WWCC.</li> <li>▪ Preparedness to undergo Police Checks and/or National Criminal checks as required by funding agreements.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Personal commitment to advancing the Shire values, mission, goals and programs, with an understanding of the range of civil rights and civil liberties issues and their implications.</li> <li>▪ Knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation or preference, gender identity, gender expression, religion, ability, and socio-economic circumstances.</li> <li>▪ Experience, or an equivalent combination of education and/or work experience, including field organising, volunteer recruitment, training, campaign strategy, and building volunteer-leadership.</li> <li>▪ Working knowledge of information technology.</li> <li>▪ Demonstrated knowledge of community development principles and practice.</li> <li>▪ Local knowledge of the Kimberley area</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Current First Aid certificate.</li> </ul>
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>▪ Experience in, and/or knowledge of, the Justice system, relevant legislation, processes and procedures and the ability to establish, and maintain positive and productive working arrangements with a range of stakeholders; both government and non-government.</li> <li>▪ An understanding of adolescent development and the factors that can contribute to a young person's human rights.</li> <li>▪ Excellent verbal and written communication skills and an ability to maintain records compliant with legislation and standards and electronic data systems for reporting and informing planning.</li> </ul>

<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrated awareness and understanding of the issues faced by residents in remote areas.</li> <li>▪ High level administrative and organisational skills, with well-developed written communication skills.</li> <li>▪ Sound computer literacy skills.</li> <li>▪ Current First Aid certificate or willingness to obtain.</li> <li>▪ Public relations skills</li> <li>▪ Community Development background.</li> </ul>
<p><b>Shire Policy Requirements</b></p>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Drivers License</b> Minimum - Class MC driver's licence – copy to be provided upon interview or at commencement.</p>
<p><b>Social Reinvestment WA Requirements</b></p>	<ul style="list-style-type: none"> <li>• <b>WACOSS Code of Conduct</b> It is required for this employee to sign the code of conduct at their place of work, which is WACOSS.</li> <li>• <b>WACOSS Internet Usage Policy</b> It is required for this employee to sign the Internet Usage Policy at their place of work, which is WACOSS.</li> </ul>

**SECTION 6 - APPOINTMENT FACTORS**

<b>Location</b>	Co-located at partner organisation Social Reinvestment WA c/o WACOSS, Level 2, 3 Loftus St, West Leederville, PERTH WA.
<b>Organisational Relationships</b>	<p>Responsible to: Director of Community and Youth Development</p> <p>Responsible for: Nil</p> <p>Internal and External Liaison:</p> <p>Internal All Council Staff</p> <p>External General Public, Contractors and Suppliers on occasions.</p>
<b>Extent of Authority</b>	<p>Works in accordance with general direction from the CEO, the Director of Youth &amp; Community Development, and Social Reinvestment WA.</p> <p>Contributes to the development of social policy in relation to human rights issues.</p>
<b>Delegation Authority</b>	Nil
<b>Employment Terms</b>	<p>The Municipal Employees (WA) Interim Award 2011 applies to this position.</p> <p>A Probationary period of 3 months will apply to this position in accordance with Shire policy.</p>

**SECTION 7 - CERTIFICATION**

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

**Noel Mason**  
**Chief Executive Officer**

I have read and understood the requirements of the position as detailed in this document.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Appointed