



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Justice Circuit Breaker Manager
Department:	Youth and Community Development
Responsible to:	Director Youth and Community Development
Position:	Permanent Full time - 76 hours per fortnight
Award:	Local Government Officers (Western Australia) Interim Award 2011 (Award)
Classification:	Level 5

SECTION 2 - POSITION FUNCTION

Overall Objective

The Shire of Halls Creek (the Shire) manages a funded Prevention, Diversion Rehabilitation and Restorative Justice Program, Olabud Doogethu, to develop and undertake culturally relevant case management and pro-social activities to help reduce Indigenous Australian’s adverse contact with the justice system.

The Shire has established the Justice Circuit Breaker Coordinator (JCBC) position to lead the identification and implementation of interventions designed to specifically target and avoid Indigenous youths’ adverse contact with the justice system.

SECTION 3 - KEY RESPONSIBILITIES

Responsibility 1 **To further the Olabud Doogethu program, the Justice Circuit Breaker Coordinator (JCBC) will consult with community to understand where early intervention activities would be appropriate to prevent the cycle of youth progressing through the justice system.**

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

Measurement Development of strong relationships to be able to uncover information and actively engage the community in consultation.

Responsibility 2 **Innovate in the area of community safety and assist in co-design of services, planning of service development and assist in the acquisition of funding and other required resources.**

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

Measurement Ensure accurate planning processes to ensure programs are adequately budgeted and funded.

Responsibility 3 **Ensure the effective and efficient use of allocated resources, including compliance with all funding and service agreements**

Authority Level Able to work autonomously with guidance and support from the Director.

Measurement Service agreements delivered and acquitted

Responsibility 4 **Lead and motivate the YENO and remote teams to further increase engagement with Indigenous youth and develop strong relationships with supporting organisations.**

The Justice Circuit Breaker Coordinator will lead a team of Youth Engagement Night Officers (YENOs) who are responsible for engaging with young people on the streets at night and working with Police and local groups to reduce illegal activity.

Authority Level Able to work autonomously with guidance and support from the Director.

Measurement
1. Staff able to deliver program objectives in a professional manner
2. Community recognition of the positive impact of the youth and community staff

Responsibility 5 **To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all staff complete OSH documents such as risk assessments, incident reports, hazard registers etc. as soon as practical and delivered to supervisor and/or HR coordinator immediately.**

Authority Level Able to work semi-autonomously within established procedures, with guidance from the HR Coordinator and/or OSH committee.

Measurement Ongoing vigilance to ensure risks are minimised/negated

Responsibility 6 To ensure (in cooperation with the Records manager) that all documents relating to youth and community development are registered and managed in accordance with the Document Management Plan approved by the CEO

Authority Level The JCBC is expected to work cooperatively with the Records Manager

Measurement High level of cooperation with Records management.

SECTION 4 – SPECIFIC DUTIES

Community Consultation and Engagement:

Work with key stakeholders and the community to identify opportunities for intervention and consult on proposed intervention activities.

Establish and maintain productive relationships with relevant external agencies, including but not limited to other government departments, other sector groups, and the general public.

Develop a calendar of Circuit Breaker events for the region.

Develop and support a network of volunteers to assist in the running of programs and activities.

Working with Non-government and Government agencies:

Identify funding opportunities with Federal and State Government agencies.

As directed, liaise with Federal and State Government agencies on developing appropriate activities, programs and facilities.

Maintain service delivery within funding guidelines (including Department of Corrective Services, Department of Child Protection, Department of Families, Housing, Community Services, Indigenous Affairs, Attorney Generals Department, Indigenous Coordination Centre, Department of Education, Employment and Workplace Relations)

Administration, Planning and Co-ordination:

Work with the Youth and Community Development Director to prepare and monitor annual and monthly budgets for the Justice Circuit Breaker team, prepare submissions for recurrent and new initiatives.

Prepare a quarterly report with the Youth & Community Development Director, outlining activities and achievements for the department.

Comply with the record keeping and document management requirements approved by the Chief Executive Officer.

Together with team members, regularly review and update procedures and operations to provide continuous improvement of services internally and externally.

Regularly evaluate the success of initiatives, ensuring continual improvement is an ongoing focus.

Supervision of Staff and Volunteers:

Supervise and support staff and promote effective communication and a team environment.

Work with staff to develop training needs and provide ongoing evaluation and training of staff.

Develop and deliver orientation training to staff and volunteers

Other:

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

Anything else as directed by the CEO and Director Youth & Community Development.

SECTION 5 – SELECTION CRITERIA

	<p>Skills</p> <ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills. ▪ An ability to maintain records compliant with legislation and standards and electronic data systems for reporting and informing planning. ▪ Proven capability in mentoring, managing and training cultural teams across multiple projects. ▪ Proven success in building the capacity of workers, volunteers and the wider community throughout the project and program cycle. ▪ Proven success in participatory planning, implementation and evaluation of community programs and projects. ▪ Proven capacity for grant and tender writing or other means of funding acquisition—including social enterprise ▪ Sound computer literacy skills. ▪ Preparedness to travel to remote areas for overnight stays with limited facilities. ▪ Demonstrated skills and experience in working effectively with Indigenous people experiencing homelessness, substance misuse, mental health concerns, violent or aggressive behaviours and other complex problems that may result in offending behaviour. ▪ Proven ability to develop trust and build relationships with communities, including Indigenous communities. ▪ Ability to understand local language groups. <p>Knowledge</p> <ul style="list-style-type: none"> ▪ Postgraduate qualifications in Community Development or related discipline. ▪ Local knowledge of the Kimberley area. ▪ Demonstrated awareness and understanding of the issues faced by residents in remote areas, particularly youth. ▪ 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. ▪ Working knowledge of information technology. ▪ Demonstrated knowledge of community development principles and practice.
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Shire Policy Requirements	<p>Police Clearance 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>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p>Current First Aid certificate or willingness to undergo training.</p> <p>Drivers License Minimum - Class MC driver's licence – copy to be provided upon interview or at commencement, with 4WD experience or a willingness to undergo 4WD training.</p> <p>Working With Children's Check A current Working With Children Check (WWCC), or commitment to undergo WWCC.</p>
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SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek Works Depot, HALLS CREEK, WA 6770.
Organisational Relationships	Responsible to: Director of Youth and Community Services Responsible for: Youth Engagement Night Officers Remote Youth Officer Internal and External Liaison: Internal All Council Staff, Directors and CEO External General Public, Contractors and Suppliers on occasions.
Extent of Authority	Works in accordance with general direction from the CEO and the Director of Youth & Community Development.
Delegation Authority	Nil
Employment Terms	The Municipal Employees (WA) Interim Award 2011 applies to this position. A Probationary period of 3 months will apply to this position in accordance with Shire policy.

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