

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)
DUTY STATEMENT AND SELECTION CRITERIA**

SECTION 1 - POSITION IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT 3/12/2019	
DIVISION: LEGAL		CLASSIFICATION Grade 6-8 (1.0 FTE)	POSITION NO.: BSS – 2009
DEPARTMENT: BAIL SUPPORT SERVICE		TITLE: TEAM LEADER–BAIL SUPPORT	
LOCATION: PERTH		SALARIES AGREEMENT ALSWA EBA 2018	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	TITLE: DIRECTOR LEGAL SERVICES CLASSIFICATION: Class 2 (1.0 FTE)
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RESPONSIBLE TO THIS POSITION	TITLE: MANAGER POLICY & PROGRAMS CLASSIFICATION: G8 – G9 (1.0 FTE)	TITLE: CLASSIFICATION
	TITLE: TEAM LEADER BAIL SUPPORT CLASSIFICATION: Grade 6-8 (0.5 FTE)	

Positions under direct supervision: <table border="0"> <tr> <td><i>Title:</i></td> <td><i>Classification</i></td> </tr> <tr> <td>Nil</td> <td></td> </tr> </table>	<i>Title:</i>	<i>Classification</i>	Nil		Other positions under control <table border="0"> <tr> <td><i>Category</i></td> <td><i>Number</i></td> <td><i>FTE</i></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	<i>Category</i>	<i>Number</i>	<i>FTE</i>			
<i>Title:</i>	<i>Classification</i>										
Nil											
<i>Category</i>	<i>Number</i>	<i>FTE</i>									

SECTION 3 - KEY RESPONSIBILITIES

Aboriginal Legal Service of WA Limited (ALSWA) is funded by the Department of Justice to provide the Bail Support Service, which provides a total of six bail support workers to work with accused persons appearing in the Central Law Courts and remanded to metropolitan prisons and for accused persons appearing in the Broome and Derby Magistrates Court. Four bail support workers will be located in Perth and two bail support workers will be located in Broome. This program is closely linked to the Prison In-Reach Legal Services, which provides two lawyers to work with accused persons appearing in the Central Law Courts. The objective of both programs is to reduce avoidable remand by providing earlier access to bail for suitable applicants through the provision of bail support and prison in-reach legal services and by supporting accused to comply with bail conditions and undertakings.

The main role of the Team Leader will be to Manage a Team of Bail Support Workers and Prison In-Reach Lawyers in achieving the objectives of the Bail Support Service and Prison In-Reach Legal Service.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT 3/12/2019
TITLE: TEAM LEADER–BAIL SUPPORT	CLASSIFICATION Grade 6-8 (0.5 FTE)	POSITION NO.: BSS – 2009
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	PROFESSIONAL	70
1.1	<ul style="list-style-type: none"> Manage a team of Bail Support Workers and Lawyers in providing a Bail Support Service and Prison In-Reach Service in Perth. 	
1.2	<ul style="list-style-type: none"> Provide mentoring support to support workers based in Broome and Derby Regional Offices. 	
1.3	<ul style="list-style-type: none"> Co-ordinate case management meetings and processes. 	
1.4	<ul style="list-style-type: none"> Continuous development of procedures and processes for the Bail Support Service and Prison In-Reach Legal Services. 	
1.5	<ul style="list-style-type: none"> Provide direct support to clients when required. 	
1.6	<ul style="list-style-type: none"> Oversee reports about client's engagement to Courts or other agencies. 	
1.7	<ul style="list-style-type: none"> Immediately advise the Team Leader, the Manager Policy and Programs or the Director of Legal Services of any potential conflict of interest. 	
1.8	<ul style="list-style-type: none"> Work as part of a team with other bail support workers, the Prison In-reach lawyers and existing lawyers and court officers at ALSWA to provide earlier access to bail and assist clients to comply with bail requirements. 	
1.9	<ul style="list-style-type: none"> Conduct performance reviews for staff. 	
2.0	LIAISON WITH KEY STAKEHOLDERS	20
2.1	<ul style="list-style-type: none"> Liaise with Department of Justice staff, WA Police, family and other agencies as required to explore bail options (and/or access to diversionary options) for the accused person with a view to minimising unnecessary remands in custody 	
2.2	<ul style="list-style-type: none"> Ensure that other relevant ALSWA legal staff are advised of charges, court dates, bail status and other relevant legal issues. 	
3.0	ADMINISTRATIVE	10
3.1	<ul style="list-style-type: none"> Ensure all aspects of file management and data entry are undertaken in accordance with professional standards and in line with the reporting requirements under the Grant Agreement between ALSWA and the WA Department of Justice. 	
4.0	OTHER	
4.1	<ul style="list-style-type: none"> Perform duties in accordance with the Grant Agreement between ALSWA and the WA Department of Justice. 	
4.2	<ul style="list-style-type: none"> Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation. 	
4.3	<ul style="list-style-type: none"> Perform duties in accordance with ALSWA Policies and Procedures. 	
4.4	<ul style="list-style-type: none"> Perform other duties as directed. 	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT 3/12/2019
TITLE: TEAM LEADER – BAIL SUPPORT	CLASSIFICATION Grade 6-8 (0.5 FTE)	POSITION NO.: BSS – 2009

ESSENTIAL

1. Experience in community support services and management of staff is essential.
2. Social work or similar qualifications is a requirement of this position.
3. High level organisational and time management skills with the ability to work under pressure
4. Ability to work with Aboriginal clients and employees with an appropriate level of cultural understanding, empathy and sensitivity.
5. Knowledge of organisations within the community that can assist with meeting the objectives of the Bail Support Service to clients.
6. Demonstrated ability to work both independently and as part of a team comprising legal and non-legal staff with a willingness to learn and share knowledge with others
7. Highly developed communication skills (interpersonal, written and verbal) with experience in conflict resolution
8. Ability to confidently use workplace technology
9. Ability to work in a sensitive manner with clients
10. Ability to participate in individual performance reviews

DESIRABLE

1. Sound understanding of the Aboriginal community and the issues affecting them.
2. Knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery.
3. Experience in providing community support service to persons involved in the justice system desirable

SECTION 6 - APPOINTMENT FACTORS

LOCATION:
PERTH

ACCOMMODATION
N/A

PREREQUISITES SPECIFIC TO THIS POSITION

- Ability to obtain a satisfactory police clearance and hold a Working with Children Check card
- Willingness to apply for and obtain the applicable Department of Justice clearance
- Current WA drivers licence
- Must not be the subject of any unresolved complaint or related proceeding any professional disciplinary authority.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Committed to the principles of social justice.
- An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

SPECIAL CONDITIONS/ALLOWANCES:

N/A

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE: _____
DLS/DELEGATED AUTHORITY

SIGNATURE: _____
CEO / DELEGATED AUTHORITY

DATE: _____

DATE: _____

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

Signed & Acknowledged

Dated

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED
03/12/2019	KYLEE CLUNE		